



ORDINARY MEETING

AGENDA

28 MAY 2024

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 28 May 2024 commencing at 9:00am for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
22 May 2024

Next Meeting Date: 11.06.24

Please note:

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

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1 OPENING

1.1 Acknowledgement of Country

2 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Neil Fisher - Leave of Absence from 15 May 2024 to 30 June 2024

3.1 LEAVE OF ABSENCE - COUNCILLOR GRANT MATHERS - 19 JULY 2024 TO 12 AUGUST 2024

File No: 10072
Attachments: Nil
Authorising Officer: Nicole Semfel - Executive Assistant to the Mayor
Justin Kann - Manager Office of the Mayor
Evan Pardon - Chief Executive Officer
Author: Katie-Lea Kellett - Executive Support Officer

SUMMARY

Councillor Grant Mathers is seeking leave of absence from Friday 19 July 2024 up to and including Monday 12 August 2024.

OFFICER'S RECOMMENDATION

THAT Councillor Grant Mathers be granted leave of absence from Friday 19 July 2024 to Monday 12 August 2024 inclusive.

BACKGROUND

Councillor Grant Mathers has advised the Chief Executive Officer he is seeking leave of absence from Friday 19 July 2024 up to and including Monday 12 August 2024.

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 14 May 2024

Minutes of the Special Meeting held 15 May 2024

Minutes of the Special Meeting held 22 May 2024

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

8.1 PETITION - ENHANCEMENT OF FACILITIES AT DUTHIE PARK

File No: 8044

Attachments: 1. [Petition](#)

SUMMARY

Council has received a petition from 104 petitioners requesting enhancement of the facilities at Duthie Park.

RECOMMENDATION

THAT the petition requesting enhancement of the facilities at Duthie Park be received and referred to General Manager Community Services for investigation and response.

OFFICER COMMENT

A petition has been received from 104 petitioners requesting the enhancement of facilities at Duthie Park including the installation of barbecues, a toilet block, a water bubbler with a bottle refill station and a dog drinking station.

A copy of the petition is attached for information.

PETITION - ENHANCEMENT OF FACILITIES AT DUTHIE PARK

Petition

Meeting Date: 28 May 2024

Attachment No: 1

Petition Submission Form



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when members of the public wish to submit a petition to Council. Please refer to the Petitions Factsheet for further information. All correspondence regarding this request will be directed to the Principal Petitioner. Petitions presented at Council Meetings will be published on Council's website as required by section 254F of the *Local Government Regulation 2012*.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Principal Petitioner Details		
Contact name: Karen ATTWOOD		
Preferred contact number: 0411175554	Email: karenattwood@gmail.com	
Residential Address		
Street number and name: 314 Thozet RD		
Suburb: Frenchville	State: QLD	Postcode: 4701
Postal address (if different):		
Declaration		
I submit this Petition Submission Form as the Principal Petitioner for the below petition to be considered for presentation to Council.		
Name: Karen ATTWOOD	Signature: <i>[Handwritten Signature]</i>	Date: 2.2.24
Petition Details <small>(Please outline the details and reasons for the petition)</small>		
<p>We, the undersigned, hereby respectfully request the Rockhampton Regional Council:</p> <p>take prompt action to enhance the facilities at the Duthie Park. Despite our previous letter requesting the installation of barbecues, a toilet block, a water bubbler with a bottle refill station, and a dog drinking station, we have received no response from the Council.</p> <p>This petition is in accordance with the guidelines outlined on the Council's website for submitting petitions. We believe that the proposed amenities will significantly benefit the community and enhance the overall experience at the dog park.</p> <p>Petition Terms:</p> <p>1. Reasons for Petitioning:</p> <ul style="list-style-type: none"> - To improve community facilities at Duthie Park. - Enhance the usability of the park for families, children, and dog owners. - Address the current limitations in access to amenities. <p>2. Action Requested:</p> <ul style="list-style-type: none"> - Construct a public accessible toilet block. - Install barbecues near the playground. - Provide a water bubbler with a bottle refill and dog drinking station. <p>3. Signatories:</p> <ul style="list-style-type: none"> - The petition contains at least 10 signatures from individuals supporting the petition objective. - Each signature is accompanied by the signer's full address, including postcode. <p>We kindly request that this petition be presented at the next meeting of the Council for consideration. We understand that, as per Council protocol, the petition will be acknowledged, and the matter will be tabled for discussion at the upcoming meeting.</p> <p>We appreciate your attention to this matter and look forward to a positive response, considering the well-being and recreational needs of the community.</p> <p>Thank you for your prompt consideration.</p>		

OFFICE USE ONLY	Date received:	Date presented to Council meeting:	Responsible officer:
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Principal Petitioner Details		
Contact name:	Karen Attwood	
Contact details:	0411175554	
Petition Details		
We, the undersigned, hereby respectfully request the Rockhampton Regional Council:		
at Duthie Park, Marsh Avenue, Frenchville		
<ul style="list-style-type: none"> - Construct a public accessible toilet block. - Install barbecues near the playground. - Provide a water bubbler with a bottle refill and dog drinking station. 		
Petitioner Details		
NAME	ADDRESS (including postcode)	SIGNATURE
Karen Attwood	314 Thozes RD 4701	
Hugh Bason	7 Duffy St 4701	
Richard Stephen	511 Fenlon Avenue 4701	
Steve Clark	53 Forbes Ave RTON 4701	
Jamie BAUCH	7 Duffy St 4701	
Jamie McGeorge	7 Elida Street 4701	
Lace Ellis	346 Irving Avenue 4701	
Taylor Matheson	348 Irving Ave 4701	
Sandra Brown	332 Mills Ave Frenchville 4701	
ADAM MESSIAH	360 HOBLEN AVE 4701	
Seth Clark	336 Lawrence Ave 4701	
Kurtis Mills	336 Lawrence Ave 4701	
Pebbie Orr	23 Wigginton Street	

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Principal Petitioner Details

Contact name: Karen Attwood.

Contact details: 0411 75554

Petition Details

We, the undersigned, hereby respectfully request the Rockhampton Regional Council:

At Duthie Park, Marsh Avenue Frenchville:

- Install barbecues.
- Construct a public toilet block.
- Provide a water bubbler with a bottle refill and dog hydration station.

Petitioner Details

NAME	ADDRESS (including postcode)	SIGNATURE
Peter Coola	414 Dean St 4701 0412961081	[Signature]
Jenny Winter	414 Dean St 4701 0474781170	J. Winter
Hayden Hawker	1 Bowdrie St 0677426115	[Signature]
Ross Bee	23 Park St. PA. 4701	[Signature]
Linda Beel	23 Gough St, Marsh Ave 4701	[Signature]
Hayley Zanette	3 Ferricks Ave, Frenchville 4701	Hayley
Marcy Zanette	3 Ferricks Ave Frenchville 4701	Marcy
Mackenzie Zanette	3 Ferricks Ave, Frenchville 4701	Mackenzie
Kayla Newsome	1 Bowdrie Ave Frenchville 4701	Kayla
Grant Messer	328 Dean St, Frenchville 4701	[Signature]
Natalie White	174 Honour St Frenchville 4701	N White
Sang Myoung Han	126 Alexandra St KAWANA 4701	[Signature]

Please print and attach additional petition forms if required.

Submit

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Petitioner Details		
NAME	ADDRESS (including postcode)	SIGNATURE
Seul-Hee Kim	126 Alexander St ⁴⁷⁰¹ Kawana	
MYLES MALKACHIAN	234 FLOWERS AV 4701	
QINGJU CHEN	234 FLOWERS AV 4701	
Modi Stagg	880 Ford Street 4701	
Jayden Parsons	130 DEAN STREET 4701	
Bronwen Bird	187 Mostyn St. ⁴⁷⁰¹ Berserker	
Jamie Gregory	2/276 Eresington Ave ⁴⁷⁰¹ Frenchville	
Amanda Cowell	32a Duthie Ave 4701	
JULIE DOWRICK	295 SHIELDS AVE 4701	
GEORGE BUDGE	432 BENSLEY ST F/VILLE 4701	
Triston Hadden	346 Irving Ave ⁴⁷⁰¹ F/Ville	
Kevin Martin	24 BLANCHFIELD ST. ⁴⁷⁰¹ Kawana	

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Petitioner Details		
NAME	ADDRESS (including postcode)	SIGNATURE
Kinda Wilson	34 Sunset Drive, 4701	[Signature]
Xiaohy Li	264 Blanchfield 4701	[Signature]
Jordana Fielding	361 French Ave 4701	[Signature]
Cooper Johnson	361 French Ave 4701	[Signature]
Deb Tuomey	7 Silky Oak Court 4701	[Signature]
Daryl Crawford	4 Locke ST KAWANA	[Signature]
Tindee Barnes	16 Moven ST 4701	[Signature]
Jordyn Weller	1/6 Masters Avenue 4701	[Signature]
Jeel HUSTES	343 Lawrence Av 4701	[Signature]
Charli Babinall	334 hobler Av	[Signature]
Adam Babinall	334 hobler Av	[Signature]
mia Babinall	334 hobler AV	[Signature]

Please print and attach additional petition forms if required.

Submit

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Petitioner Details		
NAME	ADDRESS (including postcode)	SIGNATURE
Cheyenne Wood	276 farm street, 4701	an -
Lani McKenna	276 farm street, 4701	SM
Ann Riches	315 Philp Ave, Frenchville 4701	A. Riches
Tammy Aival	304 Halford St Frenchville 4701	ucl
GEORGE ATTWOOD	314 THORZI ROAD FRENCHVILLE	gattwood
JAN ROBINSON	259 CARPENTER STREET FVILLE 4701	JRobinson
KIM HANSEN	259 CARPENTER STREET FVILLE 4701	KHansen
GREG SMITH	326 PENLON AVE FVILLE	Gsmith
Ragn Petersen	310 Weynglan Avenue FVILLE	RTPetersen
Alex Cummins	91 Angela Road, 4701	AlexCummins
Nickie Cummins	91 Angela Road 4701	NickieCummins
Lyn Cummins	4 Trinity Ave Rocky View 4701	LynCummins

Please print and attach additional petition forms if required.

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Petitioner Details		
NAME	ADDRESS (including postcode)	SIGNATURE
S. HARVEY	18 BADEN POWELL ST WANDAL 4700	[Signature]
Priscilla Peut	8 Cascade Close 4701	[Signature]
Deborah Lennox	2/292 Rysh St. Koongal 4701	[Signature]
Michelle Powell	12 Phoebe St Lakes Creek	[Signature]
SUE BRAY	68 Geoff Wilson Drive NORMAN GARDENS 4701	[Signature]
Brenda Parker	364 Franch Ave 4701	[Signature]
Takahiro Yokoyama	46 Wigginton St Frenchville 4701	[Signature]
Callan Evans	279 Thozet Road	C. Evans-Green
1 KA EVANS	279 Thozet Road	[Signature]
Nanaia Heitsch	Holder ave	[Signature]

Please print and attach additional petition forms if required. 197

Submit

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<p>at Duthie Park, Marsh Avenue, Frenchville,</p> <ul style="list-style-type: none"> - Construct a public accessible toilet block - Install BBQs near the playground. - Provide a water bubbler with bottle refill + dog drinking station 		
Petitioner Details		
NAME	ADDRESS (including postcode)	SIGNATURE
Serena Benlay	285 Fenton Avenue Frenchville 4701	<i>S Benlay</i>
Danni Neusome	1 Gowdie Avenue Frenchville 4701	<i>Danni</i>
Laira Neusomato	335 Fenton Av. Frenchville 4701	<i>Laira</i>
Zoe Zerafa	6 Marea Place Frenchville 4701	<i>Zoe</i>
Blake Benecke	66 Varsity Crescent 4701	<i>Blake</i>
Edwina Moretti	66 Varsity Crescent 4701	<i>Edwina</i>
Brendon Wrigley	12 Phoebe Street, 4701	<i>B Wrigley</i>
Deborah Hilton	609 Lakes St Frenchville 4701	<i>DR</i>

Please print and attach additional petition forms if required.

Submit

9 COMMITTEE REPORTS

Nil

10 COUNCILLOR/DELEGATE REPORTS

11 OFFICERS' REPORTS

11.1 REQUEST FOR MINOR CHANGE TO DEVELOPMENT PERMIT D/74-2021 FOR MATERIAL CHANGE OF USE FOR A DWELLING HOUSE

File No:	D/74-2021
Attachments:	1. Locality Plan 2. Site Plan Overall
Authorising Officer:	Amanda O'Mara - Coordinator Development Assessment Doug Scott - Manager Planning and Regulatory Services Alicia Cutler - General Manager Community Services
Author:	Sophie Muggeridge - Planning Officer

SUMMARY

Development Application Number:	D/74-2021
Applicant:	M D Hickey
Real Property Address:	Lot 35 on SP285391
Common Property Address:	229 German Street, Norman Gardens
Area of Site:	4,650 square metres
Planning Scheme:	<i>Rockhampton Region Planning Scheme 2015 (v2.2)</i>
Planning Scheme Zone:	Environmental Management and Conservation Zone
Planning Scheme Overlays:	Airport Environs Overlay; Biodiversity Areas Overlay; Bushfire Hazard Overlay; and Steep Land Overlay.
Approval Sought:	Amended Decision Notice for Development Permit D/74-2021 for Material Change of Use for a Dwelling House

OFFICER'S RECOMMENDATION

That in relation to the application for a Minor Change to Development Permit D/74-2021 for Material Change of Use for a Dwelling House, made by M D Hickey, located at 229 German Street, Norman Gardens, described as Lot 35 on SP285391, Council resolves to issue an Amended Decision Notice subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 The Developer and their employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any

operational works required by this development approval:

- 1.3.1 to Council's satisfaction;
 - 1.3.2 at no cost to Council; and
 - 1.3.3 prior to the commencement of the use,
unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
- 1.5.1 Operational Works:
 - (i) Access Works;
 - (ii) Water Works; and
 - (iii) Roof and Allotment Drainage
 - 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.

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>
Slope Stability Assessment and Report	Construction Sciences	18 May 2017	2128E.P.531	-
Site Plan - Asset Protection Zone	Rufus Design Group	-	201005-02	-
Assessment of Impacts to MES	Denley Environmental Ecology & Environment	17 May 2021	40942	V1
Bushfire Hazard Assessment & Management Plan	Denley Environmental Ecology & Environment	5 April 2021	40942	1
Amendments to Bushfire	Denley Environment	27 September 2023	40942	

Management Plan over Lot 35SP285391	Ecology & Environment			
Site Plan Overall & 3D Views	Rufus Design Group	21 September 2023	230602-02	
Site Features Plan	Rufus Design Group	21 September 2023	230602-03	
Site Plan – Asset Protection Zone & Landscape Plan	Rufus Design Group	21 September 2023	230602-04	
Floor Plan	Rufus Design Group	21 September 2023	230602-05	
Elevations	Rufus Design Group	21 September 2023	230602-06	

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

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

3.0 ACCESS WORKS

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

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

3.3 The access driveway to the proposed fire truck turning area must be designed and constructed in accordance with the approved plans and Bushfire Hazard Assessment & Management Plan (refer to condition 2.1).

3.4 The existing access from German Street to the development must comply with the requirements of the *Capricorn Municipal Development Guidelines*.

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

3.6 Any application for a Development Permit for Operational Works (access works) must be accompanied by detailed and scaled plans, which demonstrate the turning movements/swept paths of an eight (8) tonne fire fighting vehicle.

4.0 WATER WORKS

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

4.2 All water works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Water Supply (Safety and Reliability) Act 2008*, *Plumbing and Drainage Act 2018* and the provisions of a Development Permit for Operational Works (water works).

4.3 The development must be connected to Council's reticulated water network for domestic use.

4.4 The development must be connected to Council's reticulated water network for fire fighting purposes with the extension of a 100 millimetre diameter water main and within the access handle to the proposed turnaround area with a fire hydrant located at the end of the line. This non-trunk infrastructure is conditioned under section 145

of the *Planning Act 2016*.

As an alternative to reticulated water supply for fire fighting purposes, on-site water supply may be provided and will include the provision of water storage tanks in accordance with Council requirements and the recommendations of the approved Bushfire Hazard Assessment & Management Plan (refer to condition 2.1), and must be certified by a hydraulic engineer or other suitably qualified person. Operational Works (water works) will not be required if this alternative option is undertaken.

- 4.5 If connecting to Council's reticulated water supply for fire fighting purposes, then the existing water connection point at German Street must be disconnected and a new water connection point must be provided in the proposed turnaround area. This non-trunk infrastructure is conditioned under section 145 of the *Planning Act 2016*.

Note: If on-site water is to be utilised for fire fighting purposes then the existing water connection point must be retained and upgraded, if necessary, to service the development.

- 4.6 Easements must be provided over all water infrastructure located within private property. The easement location(s) and width(s) must be in accordance with the requirements of the *Capricorn Municipal Development Guidelines*.

5.0 PLUMBING AND DRAINAGE WORKS

- 5.1 A Development Permit for Plumbing and Drainage Works must be obtained for the construction of any proposed structures on the development site.

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

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

- 5.4 The existing sewerage connection point must be retained, and upgraded if necessary, to service the development.

- 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.

6.0 ROOF AND ALLOTMENT DRAINAGE WORKS

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

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

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

- 6.4 Any roof and allotment drainage infrastructure contained within the existing drainage easement must outlet within the road reserve of German Street and directed away from the road. Adequate protection must be constructed to protect the verge and German Street and to return the concentrated flows to sheet flow.

- 6.5 All maintenance of the proposed roof and allotment drainage infrastructure located within neighbouring allotment (237 German Street, Norman Gardens, Lot 200 on SP285391), contained within the existing drainage easement (Easement A on

SP285391), must be the responsibility of the property owner / developer at no cost to Council.

- 6.6 Any application for a Development Permit for Operational Works (roof and allotment drainage works) must be accompanied by evidence of written consent from the adjoining property (237 German Street, Norman Gardens, Lot 200 on SP285391) for the implementation of proposed roof and allotment drainage strategy.

7.0 SITE WORKS

- 7.1 Cut and fill of the subject allotment must be undertaken in accordance with the recommendations of the *Slope Stability Assessment and Report* (refer to condition 2.1).
- 7.2 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.
- 7.3 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.
- 7.4 All retaining structures above one (1) metre in height requires separate building approval and certification by a Registered Professional Engineer of Queensland.
- 7.5 Retaining structures and their foundations must be wholly contained within Lot 35 on SP285391. Any vegetation cleared or removed must be:
- (i) mulched on-site and utilised on-site for landscaping purposes to Council's satisfaction, or in accordance with the approved landscaping plan; or
 - (ii) removed for disposal at a location approved by Council,
- within sixty (60) days of clearing. Any vegetation removed must not be burnt.

8.0 BUILDING WORKS

- 8.1 A Development Permit for Building Works must be obtained for the proposed construction of any structures on the development site.
- 8.2 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*
- 8.3 The Dwelling must be constructed in accordance with *Australian Standard AS3959 "Construction of buildings in bushfire-prone areas"* and the approved Bushfire Hazard Assessment & Management Plan (refer to condition 2.1).
- 8.4 Finishing's for the proposed dwelling house are to be of natural low contrast colours and of non-reflective materials and textures.

9.0 LANDSCAPING WORKS

- 9.1 Landscaping must be constructed and/or established prior to the commencement of the use in all areas shown on the approved plans (refer to condition 2.1).
- 9.2 At least fifty (50) per cent of all new plantings within the landscaping areas (refer to condition 2.1) must be locally native species with low water dependency.
- 9.3 Plant species must not include undesirable species identified in Planning Scheme Policy SC6.12 – Landscape Design and Street Trees Planning Scheme Policy.
- 9.4 Vegetation clearing outside the Asset Protection Zone (APZ) is limited, except where required for bushfire mitigation and in accordance with the approved plans (refer to condition 2.1) as recommended by the Bushfire Hazard Assessment & Management Plan.
- 9.5 The landscaped areas must be subject to:

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

9.5.2 an ongoing maintenance and replanting programme.

10.0 GEOTECHNICAL

10.1 All construction works must be designed and completed in accordance with the recommendations in the Slope Stability Assessment and Report (refer to condition 2.1).

10.2 Slope stability must be managed as follows:

10.2.1 all engineering drawings/specifications and designs must be in accordance with the requirements of relevant *Australian Standards* and must be approved by a Registered Professional Engineer of Queensland;

10.2.2 site inspections must be undertaken by a Registered Professional Engineer of Queensland to confirm the design; and

10.2.3 full engineering certification must be undertaken by a Registered Professional Engineer of Queensland.

11.0 ELECTRICITY

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

12.0 TELECOMMUNICATIONS

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

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

13.0 ASSET MANAGEMENT

13.1 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.

13.2 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.

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

14.0 ENVIRONMENTAL

14.1 Any application for a Development Permit for Operational Works must be accompanied by a detailed Environmental Management Plan that addresses, but is not limited to, the following:

(i) water quality and drainage;

(ii) erosion and silt/sedimentation management;

(iii) fauna management;

(iv) vegetation management and clearing;

- (v) top soil management;
 - (vi) interim drainage plan during construction;
 - (vii) construction programme;
 - (viii) geotechnical issues;
 - (ix) weed control;
 - (x) bushfire management;
 - (xi) emergency vehicle access;
 - (xii) noise and dust suppression; and
 - (xiii) waste management.
- 14.2 An Erosion Control and Stormwater Control Management Plan in accordance with the *Capricorn Municipal Design Guidelines*, must be implemented, monitored and maintained for the duration of the development works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, or landscaped). The plan must be available on-site for inspection by Council Officers whilst all works are being carried out.
- 14.3 The development must be undertaken in accordance with the recommendations in the approved Bushfire Hazard Assessment & Management Plan (refer to condition 2.1).
- 15.0 OPERATING PROCEDURES
- 15.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within German Street.

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 Aboriginal and Torres Strait Islander and 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. Infrastructure Charges Notice

Council has resolved not to issue an Infrastructure Charges Notice for this development because the new infrastructure charges arising from the development are less than or equal to the credits applicable for the new development.

NOTE 5. Property Note (Slope Stability)

All future structures within the subject allotment must be constructed in accordance with the recommendations of the *Slope Stability Assessment Report* (refer to condition 2.1).

NOTE 6. Property Note (Bushfire Hazard)

All future buildings, structures and the property generally with respect to the bushfire hazard must be done in accordance with: *Australian Standard AS3959 "Construction of buildings in bushfire-prone areas"* and *"Bushfire Hazard Assessment & Management Plan"* (refer to condition 2.1).

NOTE 7. Retention of vegetation

The development site is mapped by the Department of Environment and Heritage Protection as containing Matters of State Environmental Significance. The *Vegetation Management Act 1999* has requirements with regard to the clearing of vegetation. Information on Vegetation Management is available at: <https://www.qld.gov.au/environment/land/management/vegetation>

BACKGROUND

Council at its meeting on 14 December 2021, approved a Development Permit for a Material Change of Use for a Dwelling House located at 229 German Street, Norman Gardens described as Lot 35 on SP285391.

PROPOSAL

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

- a) Increase to total floor area;
- b) Relocation of dwelling closer to German Street; and
- c) Inclusion of additional boulder retaining walls within southern portion of dwelling area.

Consequential changes to conditions of approval are detailed herein.

Table 1 includes the conditions that are to be amended. All conditions to be amended have been requested to or agreed to by the applicant:

TABLE 1 – PROPOSED CHANGES

Requested By Applicant	
<p>Item 5 and Condition 2.1 to be Amended as follows:</p> <p>From:</p> <p>Notes Sheet & 3D Views - Rufus Design Group - 2 September 2021 -201005-01</p> <p>Site Plan - Rufus Design Group - 2 September 2021 - 201005-02</p> <p>Floor Plan - Rufus Design Group - 2 September 2021 - 201005-03</p> <p>Elevations 1 & 3 - Rufus Design Group - 2 September 2021 - 201005-04</p> <p>Elevations 2 & 4 - Rufus Design Group - 2 September 2021 - 201005-05</p> <p>Sections L & M - Rufus Design Group - 2 September 2021 - 201005-06</p>	<p>Council Officer's Response:</p> <p>Council supports the proposed change to Item 5 and Condition 2.1 to reflect updated plans.</p>

<p>Slope Stability Assessment and Report – Construction Sciences – 18 May 2017 – 2128E.P.531</p> <p>Bushfire Hazard Assessment & Management Plan – Denley Environment Ecology & Environment – 5 April 2021 – 40942 – 1</p> <p>Site Plan – Asset Protection – Rufus Design Group – 201005-02</p> <p>Assessment of Impacts of MES – Denley Environmental Ecology & Environment – 17 May 2021 – 40942 – V1</p> <p>To:</p> <p>Slope Stability Assessment and Report – Construction Sciences – 18 May 2017 – 2128E.P.531</p> <p>Assessment of Impacts of MES – Denley Environmental Ecology & Environment – 17 May 2021 – 40942 – V1</p> <p>Bushfire Hazard Assessment & Management Plan – Denley Environment Ecology & Environment – 5 April 2021 – 40942 – 1</p> <p>Amendments to Bushfire Management Plan over Lot 35SP285391 – Denley Environment Ecology & Environment – 27 September 2023 - 40942</p> <p>Site plan Overall & 3D Views – Rufus Design Group – 21 September 2023 – 230602-02</p> <p>Site Features Plan – Rufus Design Group – 21 September 2023 – 230602-03</p> <p>Site Plan – Asset Protection Zone & Landscape Plan - Rufus Design Group – 21 September 2023 – 230602-04</p> <p>Floor Plan - Rufus Design Group – 21 September 2023 – 230602-05</p> <p>Elevations - Rufus Design Group – 21 September 2023 – 230602-06</p>	
Required By Council	
<p>Condition 7.4 to be Amended as follows:</p> <p>From:</p> <p>Retaining structures above one (1) metre in height that are not incidental works to a Development Permit for Building Works, must not be constructed unless separately and specifically certified by a Registered Professional Engineer of Queensland and must be approved as part of a Development Permit for Operational Works (site works).</p> <p>To:</p> <p>All Retaining structures above one (1) metre in height requires separate building approval and certification by a Registered Professional Engineer of Queensland.</p>	<p>Council’s response:</p> <p>Council proposes a change to the conditions as council engineers do not assess or approve retaining walls.</p>

PLANNING ASSESSMENT

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

- The information the applicant included with the application
- Any properly made submissions about the development application or other change application that was approved
- Any pre-request response notice or response notice given in relation to the change application
- All matters Council, as responsible entity, would or may assess against or have regard to, if the change application were a development application

The proposed changes are only minor and no further assessment is required.

CONCLUSION

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

**REQUEST FOR MINOR CHANGE TO
DEVELOPMENT PERMIT D/74-2021
FOR MATERIAL CHANGE OF USE FOR
A DWELLING HOUSE**

Locality Plan

Meeting Date: 28 May 2024

Attachment No: 1

D/74-2021 - Locality Plan



A4 Page scale at 1: 947.70
Printed from GeoCortex on 16/05/2024



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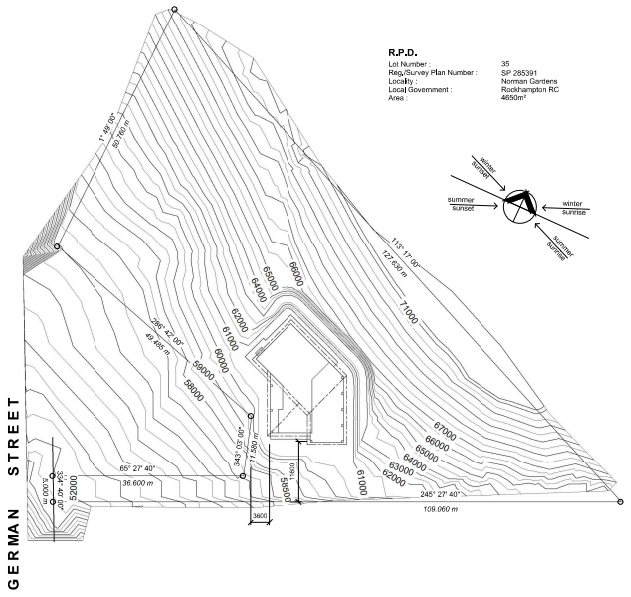


**REQUEST FOR MINOR CHANGE TO
DEVELOPMENT PERMIT D/74-2021
FOR MATERIAL CHANGE OF USE FOR
A DWELLING HOUSE**

Site Plan Overall

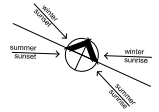
Meeting Date: 28 May 2024

Attachment No: 2



1 Site Plan Overall
1:500

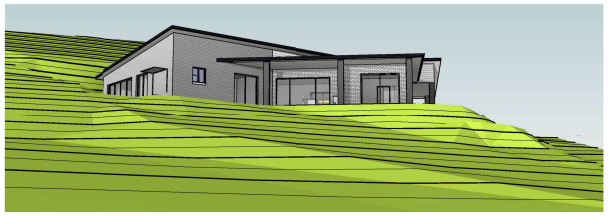
R.P.D.
 Lot Number: 35
 Reg./Survey Plan Number: SP 285391
 Locality: Norman Gardens
 Local Government: Rockhampton RC
 Area: 4650m²



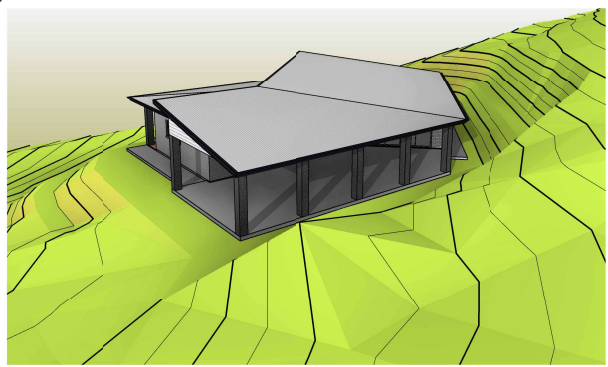
PRELIM 02
 DATE: 21/09/23
 NOT FOR CONSTRUCTION



2 3D View 1



3 3D View 2



4 3D View 3

NO.	DESCRIPTION	DATE

PROPOSED DWELLING
 FOR M. HICKEY
 AT 229 GERMAN STREET
 NORMAN GARDENS

Site Plan Overall & 3D Views

Rufus Design Group
 STYLE · QUALITY · INNOVATION
 Licensed under the Building Practitioners Assoc. of Qld Inc. No. 1149290
 Telephone: 61 7 49286071
 Facsimile: 61 7 49286579
 E-mail: mailbox@rufusdesigngroup.com

PROJECT MANAGER: **Zig Hob**
 DRAWN: **Zig Hob**
 CHECKED: **Zig Hob**

WIND SPEED: **C2**
 PLAN SIZE: **A2**

PROJECT NUMBER	230602 - 02
SHEET 02 OF 06 SHEETS	
REVISION	

Document Set ID: 40608728
 Version: 1, Version Date: 28/09/2023

PRINT DATE: 21/09/2023 10:13:59 AM

11.2 REQUEST FOR A NEGOTIATED DECISION FOR DEVELOPMENT PERMIT D/147-2023 FOR MATERIAL CHANGE OF USE FOR OUTDOOR SALES

File No:	D/147-2023
Attachments:	1. D/147-2023 - Site Plan and Elevation Plan ↓
Authorising Officer:	Amanda O'Mara - Coordinator Development Assessment Doug Scott - Manager Planning and Regulatory Services Alicia Cutler - General Manager Community Services
Author:	Sophie Muggeridge - Planning Officer

SUMMARY

<i>Development Application Number:</i>	<i>D/147-2023</i>
<i>Applicant:</i>	<i>C J Thomasson and J A Thomasson and A L Thomasson</i>
<i>Real Property Address:</i>	<i>Lot 10 on RP904597</i>
<i>Common Property Address:</i>	<i>26-28 Derby Street, Rockhampton City</i>
<i>Area of Site:</i>	<i>810 Square Metres</i>
<i>Planning Scheme:</i>	<i>Rockhampton Region Planning Scheme 2015 (version 4.4)</i>
<i>Planning Scheme Zone:</i>	<i>Principal Centre Zone – Denison Street Precinct</i>
<i>Planning Scheme Overlays:</i>	<i>Acid Sulfate Soils Overlay; and</i> <i>Airport Environs Overlay.</i>
<i>Approval Sought:</i>	<i>Negotiated Decision Notice for Development Permit D/147-2023 for Material Change of Use for Outdoor Sales</i>
<i>Referral Agency(s):</i>	<i>State Development Infrastructure, Local Government and Planning (State Assessment and Referral Agency Department)</i>

OFFICER'S RECOMMENDATION

That in relation to the change representations to Development Permit D/147-2023 for Material Change of Use for Outdoor Sales, made by C J Thomasson and J A Thomasson and A L Thomasson, Council resolves to issue a Negotiated 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 a Compliance Certificate for any operational works required by this development approval:
 - 1.3.1 to Council's satisfaction;

- 1.3.2 at no cost to Council; and
- 1.3.3 prior to the commencement of the use or issue of the Certificate of Classification for the Building Works,
unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
- 1.5.1 Operational Works:
- (i) Road Works;
- 1.5.2 Plumbing and Drainage Works; and
- 1.5.3 Building Works:
- 1.6 Development Permits for 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>
Material Change of Use Warehouse building	Capricorn Survey Group CQ	20 March 2024	9130-01-MCU	B

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

3.0 ROAD WORKS

- 3.1 A Development Permit for Operational Works (road works) must be obtained prior to the commencement of any road works required by this development approval.
- 3.2 A concrete pedestrian pathway, with a minimum width of 1.5 metres, must be constructed for the full Derby Street frontage of the development site.
- 3.3 All pathways and access ramps must be designed and constructed in accordance with *Australian Standard AS1428 "Design for access and mobility"*.

4.0 PARKING WORKS

- 4.1 A minimum of three (3) carparks are to be provided on-site for staff and customers.

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

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* and 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 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.

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

5.5 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.

5.6 The existing combined line must be re-aligned to achieve adequate setback from the proposed industrial shed. The section of redundant combined line infrastructure must be removed from the site.

6.0 ROOF AND ALLOTMENT DRAINAGE WORKS

6.1 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* and sound engineering practice.

6.2 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.

7.0 SITE WORKS

7.1 All earthworks (if any) must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.

7.2 Site works (if any) 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.

8.0 BUILDING WORKS

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

8.2 All building works for Class 2 to Class 9 buildings must be undertaken in accordance with *Queensland Development Code, Mandatory Part 1.4 "Building over or near relevant infrastructure."*

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

the obtrusive effects of outdoor lighting”.

- 8.4 Any building plant must be screened from view of the street by one or more of the following:
- 8.4.1 a solid screen fence, or
 - 8.4.2 a roof design feature; or
 - 8.4.3 a wall; or
 - 8.4.4 dense vegetation; or
 - 8.4.5 be located within, underneath or central to the building so as to not be visible from the street.
- 8.5 Impervious paved waste storage area/s must be provided in accordance with the approved plans (refer to condition 2.1) and the *Environmental Protection Regulation 2019* and must be:
- 8.5.1 designed and located so as not to cause a nuisance to neighbouring properties;
 - 8.5.2 surrounded by at least a 1.8 metre high screen fence that obstructs from view the contents of the waste storage area by any member of the public from any public place;
 - 8.5.3 of a sufficient size to accommodate bins plus clearances around the bins for manoeuvring and cleaning;
 - 8.5.4 setback a minimum of two (2) metres from any road frontage; and
 - 8.5.5 provided with a suitable hosecock and hoses at the refuse container area, and washdown must be drained to the sewer in accordance with the Sewerage Trade Waste provisions and the *Plumbing and Drainage Act 2018*.
- 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.

9.0 LANDSCAPING

- 9.1 Landscaping must be constructed and/or established prior to the commencement of the use in all areas shown on the approved plans (refer to condition 2.1), except as varied by these conditions.
- 9.2 Existing landscaping within the site must be retained.
- 9.3 Landscaping must be provided with a minimum planting area of one (1) metre in width along the north-western side (Denison Street) for the full length of the proposed shed and prior to the commencement of the use.
- 9.4 Planting types used within the landscaping areas must include either trees, shrubs or groundcovers, or any combination of these planting types. These plantings must be established and maintained generally at the following density rates:
- 9.4.1 trees at five (5) metre intervals;
 - 9.4.2 shrubs at two (2) metre intervals; and
 - 9.4.3 groundcovers at one (1) metre intervals.
- 9.5 At least fifty (50) per cent of all new plantings within the landscaping areas must be locally native species with low water dependency and must comply with the following requirements:
- 9.5.1 Plant species are chosen from sources recommended in *Planning Scheme Policy SC6.12 – Landscape Design and Street Trees Planning Scheme Policy*; and

- 9.5.2 Plant species must not include undesirable species identified in *Planning Scheme Policy SC6.12 – Landscape Design and Street Trees Planning Scheme Policy*.
- 9.6 Large trees must not be planted within one (1) metre of the centreline of any sewerage and/or water infrastructure; small shrubs and groundcover are acceptable.
- 9.7 The landscaped areas must be subject to:
- 9.7.1 a watering and maintenance plan during the establishment moment; and
- 9.7.2 an ongoing maintenance and replanting programme.
- 10.0 ELECTRICITY
- 10.1 Electricity services must be provided to the development 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 and certified by suitably qualified person (Certified Professional in Erosion and Sediment Control or a Registered Professional Engineer of Queensland) in accordance with the *State Planning Policy 2017* and *Capricorn Municipal Design Guidelines requirements*, must be:
- 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 Noise emitted from the activity must not cause an environmental nuisance.
- 14.2 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 appropriately bunded and drained to the sewer network in accordance with a trade waste permit.
- 15.0 OPERATING PROCEDURES
- 15.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Denison Street, or Derby Street.
- 15.2 Operations on the development site must have no significant impact on the amenity

of adjoining premises or the surrounding area due to the emission of light, noise or dust.

- 15.3 When Council receives dust complaints, Council will conduct nuisance monitoring, to investigate any genuine complaint of nuisance caused by dust. If the complaints are genuine, the entire car sales area including parking spaces and vehicle manoeuvring areas must be concrete paved or sealed to Council's satisfaction for prevention of dust generation.
- 15.4 All waste storage areas must be:
- 15.4.1 kept in a clean and tidy condition; and
 - 15.4.2 maintained in accordance with *Environmental Protection Regulation 2019*.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of 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. Rating Category

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

NOTE 5. Advertising Devices

A Development application for Operational Works (Advertising device) is required to be submitted for approval by Council for any existing or proposed signage; other than those that are exempt or accepted development under Council's Planning Scheme.

BACKGROUND

Council at its meeting on 5 March 2024, approved a Development Permit for Material Change of Use for Outdoor Sales located at 26-28 Derby Street, Rockhampton City - Lot 10 on RP904597.

The proposal is to formalise the existing second-hand car dealership and sales yard over the site. Specifically, the proposal formalises the existing demountable office and amenities, four bay industrial shed and the retention of the existing hardstand display area.

PROPOSAL

In accordance with section 75 of the *Planning Act 2016*, the applicant has made ‘change representations’ about a matter stated in the development approval. The applicant has proposed to make the following changes to the development approval:

- a) *Condition 2.1 - Material Change of Use Warehouse building Capricorn Survey Group CQ 16 October 2023 9130-01-MCU A*

The applicant has stated that the above condition is to be amended to reflect the updated proposal plan that reflects the increase in gross floor area for the shed.

The reason for the change is because the gross floor area of the proposed four bay shed has been increased from 108m² to 132m². Consequential changes to conditions of approval are detailed herein.

Table 1 includes the conditions that are to be amended. All conditions to be amended have been requested to or agreed to by the applicant:

TABLE 1 – PROPOSED CHANGES

Requested By Applicant	
<p>Condition 2.1 to be Amended as follows:</p> <p>From:</p> <p><i>Material Change of Use Warehouse building - Capricorn Survey Group CQ - 16 October 2023 - 9130-01-MCU - A</i></p> <p>To:</p> <p><i>Material Change of Use Warehouse building - Capricorn Survey Group CQ - 20 March 2024 - 9130-01-MCU - B</i></p>	<p>Council Officer’s Response:</p> <p>Council agrees to the amended plan due to the increase in gross floor area of the proposed shed.</p>

INFRASTRUCTURE CHARGES NOTICE

As a consequence of the change representations, Council is required to amend the infrastructure charges notice as follows:

Charges Resolution (No. 1) of 2022 for **commercial (bulk goods)** applies to the application. The Infrastructure Charges are as follows:

- (a) A charge of \$23,148.06 for Gross Floor Area being 150.9 square metres (demountable and industrial shed);
- (b) A charge of \$8,869.50 for Impervious Area being 810 square metres (roof area, hardstand areas, access, and parking areas); and
- (c) An Infrastructure Credit of \$30,677.65 for the existing allotment.

In accordance with section 3.1 of *Charges Resolution (No.1) of 2022*, the base charge will be automatically increased using the Producer Price Index (PPI), adjusted according to the three (3) yearly PPI average quarterly percentage change between financial quarters.

The calculations are reflected in the below table:

Column 1 Use Schedule	Column 1A Use	Column 2 Adopted Infrastructure Charge for non-residential development (\$)		Column 3 Calculated Charge
		(a)	(b)	

		per m ² of Gross Floor Area (GFA)	per m ² Impervious to Stormwater	
Commercial (bulk goods)	Outdoor Sales	153.40		\$23,148.06
			10.95	\$8,869.50
Total Base Charge				\$32,017.56
Charge (including PPI)				\$35,222.37
Total Base Credit				\$30,677.65
Credit (including PPI)				\$33,748.34
TOTAL CHARGE (including PPI)				\$1,474.03

MATTERS FOR CONSIDERATION

This request has been assessed by Council's planning officers and other technical staff, as required. The assessment has been conducted in accordance with the provisions of the *Planning Act 2016* and Development Assessment Rules. Regard has been given to the relevant State Planning Policy; Council's Planning Scheme; and other general policies, procedures and documents as considered relevant.

An assessment of the Change Representations has been undertaken and it has been determined that the proposed change is generally consistent with the original approval, legislative requirements, and the assessment benchmarks prescribed in the statutory instrument which were in effect when the development application for the development approval was properly made.

CONCLUSION

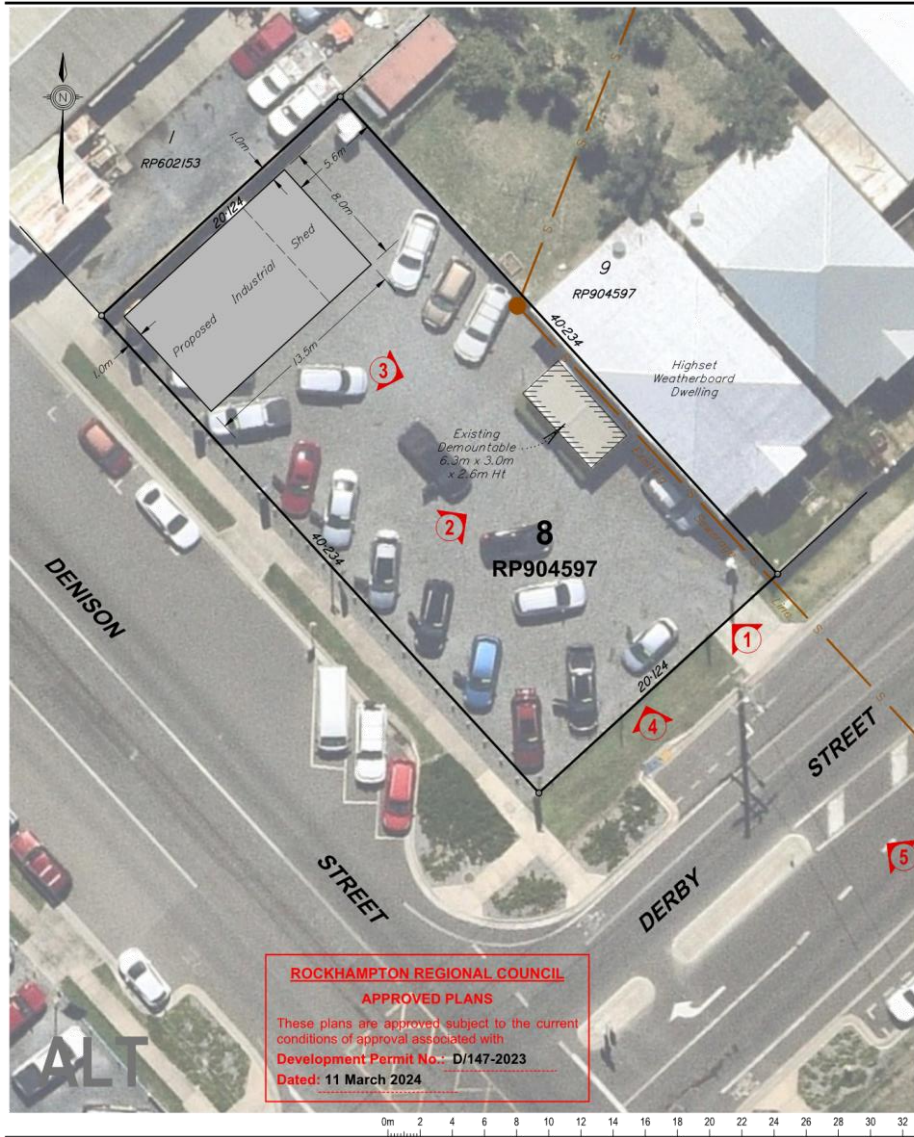
The applicant's change representations are considered reasonable and recommended for approval.

**REQUEST FOR A NEGOTIATED
DECISION FOR DEVELOPMENT
PERMIT D/147-2023 FOR MATERIAL
CHANGE OF USE FOR OUTDOOR
SALES**

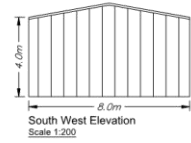
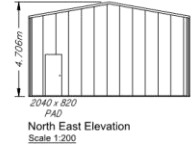
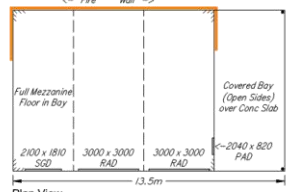
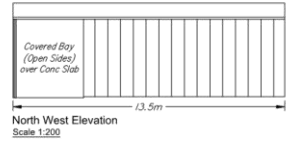
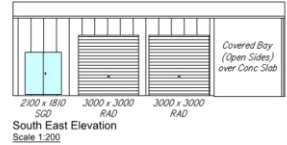
**D/147-2023 - Site Plan and
Elevation Plan**

Meeting Date: 28 May 2024

Attachment No: 1



ROCKHAMPTON REGIONAL COUNCIL
APPROVED PLANS
 These plans are approved subject to the current conditions of approval associated with
Development Permit No.: D/147-2023
Dated: 11 March 2024



SITE STATISTICS

Site Area	: 810m ²
Building Area (New)	: 108m ² (Under Roof)
Building Area (Existing)	: 19m ²
Site Coverage	: 15.6% (New + Ex Bldgs)
Storeys	: 1
Max Building Height	: 4.706m + 2.6m (Approx)

Note: Site Access is directly from Denison Street and Derby Street over existing conc driveway crossover.

IMPORTANT NOTE
 This plan was prepared to accompany an application to Rockhampton Regional Council and should not be used for any other purpose.
 The dimensions and areas shown hereon are subject to field survey and also to the requirements of council and any other authority which may have requirements under any relevant legislation.
 In particular, no reliance should be placed on the information on this plan for any financial dealings involving the land.
 This note is an integral part of this plan.
 client

J. Thomasson



project
26-28 Derby Street, Rockhampton City

plan of
Material Change of Use
 Warehouse Building
 (With Nearmap Underlay)

reg
Lot 10 on RP904597

lga
Rockhampton Regional Council

issue	date	details	authorised
1	16-10-2023	initial issue	J.T



scale
1:250 @ A3
 sheet no.
1 of 1
 plan no.
9130-01-MCU-A
 issue
9130-01-MCU A

11.3 REGIONAL ARTS DEVELOPMENT FUND 2023/24 ROUND THREE FUNDING**File No: 8944****Attachments:**
1. RADF Meeting Minutes - Confidential
2. RADF Applications Recommended for Funding - Confidential**Authorising Officer:**
John Webb - Manager Communities and Culture
Alicia Cutler - General Manager Community Services**Author:**
Mark Millett - Coordinator Major Venues**SUMMARY**

Applications received for Round Three of the 2023-24 Regional Arts Development Fund (RADF) have been assessed by the RADF committee and five (5) applications are recommended for funding.

OFFICER'S RECOMMENDATION

THAT Council endorses the applications listed below for funding from Round 3 of the 2023-24 Regional Arts Development fund:

Applicant	Grant Type and Amount Requested	Details of Grant	Grant amount
Capricorn School of Dance	Development Grant \$5,000	Royal Academy of Dance Ballet Examination Preparation Workshop:	\$5,000
Chelsea Morrigan	Project Grant \$9,600	KOTO Innovation Project	\$9,600
Derek Lamb	Project Grant \$7,760	A Joint Exhibition of New Works responding to Benevolent Society and early Rockhampton	\$4,400
Midpoint Theatre	Project Grant \$5,893	To support the collection, script development and public presentation of four local migrant stories, exploring diverse experiences of 'settling in' to a new country, community and culture.	\$5,893
Rockhampton Symphony Orchestra	Development Grant \$5,000	Rockhampton Symphony Orchestra Strategic Planning and Capacity Building	\$5,000

COMMENTARY

Five applications were received with a total requested amount of \$33 253. Of the five received applications all were deemed eligible. Five applications were assessed by the RADF Committee. Four applications were deemed desirable to fully fund with one application part funded, totaling a funding amount of \$29 893.

It was noted that Rockhampton Symphony Orchestra have received RADF funding consecutively for four years, and the committee will advise the orchestra not to apply for further funding for a while to allow other community Arts organisations access.

BACKGROUND

The Regional Arts Development Fund (RADF) is a joint funding program of the Queensland Government (administered by Arts Queensland) and the Rockhampton Regional Council that focuses on the development of quality art and arts practice in our Region.

PREVIOUS DECISIONS

Council Resolved to allow decision making and awarding of grants for RADF 23/24 round 2 to the CEO during caretaker mode on 5 March 2024

Council resolved the RADF Round 1 2023-2024 funding and awarded \$6447.50 for funding on 11 December 2023.

BUDGET IMPLICATIONS

The recommended funding amount for RADF Round 3 2023-24 is \$29 893

The remaining funds, \$83.49 will be carried over to 24/25 RADF pool when acquittal occurs in September.

New RADF Fund 24/25 will commence in July 2024 – following an alignment to financial year by Arts Qld.

LEGISLATIVE CONTEXT

NIL

LEGAL IMPLICATIONS

NIL

STAFFING IMPLICATIONS

NIL

RISK ASSESSMENT

N/A

CORPORATE/OPERATIONAL PLAN

Corporate Plan 2022-2027:

Our Community Goal 2.1

- We provide opportunities for people to contribute to their communities.
- We support our people and community groups through our programs and resources
- Our services, activities and community assets provide opportunities to celebrate our culture and creative arts and preserve the Region's heritage.

CONCLUSION

The Regional Arts Development Fund Committee recommends five (5) applications for funding, with a total recommended funding amount of \$29 893.

11.4 ROCKHAMPTON MUSEUM OF ART BOARD OF PHILANTHROPY

File No: 1211
Attachments: Nil
Authorising Officer: John Webb - Manager Communities and Culture
Alicia Cutler - General Manager Community Services
Author: Jonathan McBurnie - Museum of Art Director

SUMMARY

The Rockhampton Museum of Art Board of Philanthropy runs concurrently with the local government term. The Board term concludes at the end of each Council term with the members requiring endorsement or re-endorsement at the commencement of each Council Term.

OFFICER'S RECOMMENDATION

THAT Rockhampton Regional Council -

1. Supports the reconstitution of the Rockhampton Museum of Art Philanthropy Board and endorse the following members that have nominated for re-endorsement-
 - Dr Leonie Grey, Chair of previous term most recently appointed 9 Feb 2021
 - Ms Maria Harms, most recently appointed 9 Feb 2021
 - Mr Robert Rooney, previously appointed 9 Mar 2021
 - Ms Debbie Clayton, previously appointed 9 Mar 2021
 - Mr Rick Palmer, previously appointed 28 Feb 2023
2. Recognises and thanks the following Philanthropy Board members that have elected not to seek re-endorsement for the new term –
 - Mr Zac Garven
 - Ms Shelia Houston
 - Mr Brent Giles

COMMENTARY

The Rockhampton Museum of Art Philanthropy Board plays an important role in the development and delivery of philanthropic actions and campaigns to grow the Rockhampton Museum of Art's collection and the community's support of and involvement with the Rockhampton Museum of Art.

At the first meeting of the reconstituted Philanthropy Board a Chair will be elected by members of the Board. This position will then be recommended to Council for endorsement.

An application from a potential new member has been received. This application will be considered and presented to Council after it has also been considered by the Board.

Rockhampton Museum of Art Philanthropy Board consists of a minimum of five and a maximum of ten members at any one time including two identified members.

The identified members are –

The Mayor of Rockhampton Regional Council or nominated representative.

The Director, Rockhampton Museum of Art

BACKGROUND

The Rockhampton Museum of Art, formerly the Rockhampton Art Galley's collection expanded significantly 1976 with sizeable acquisition lead by the then Mayor Rex Pilbeam. Motivated by the 1973 Australian Contemporary Art Acquisition Program, significant fundraising occurred with \$500 000 in financial year 1976-77 alone.

This commitment to the development of the collection has continued through dedicated community fundraising, sponsorship and benefaction including the notable bequest of \$600,000 from the Estate of philanthropist and educator Moya Gold.

The Rockhampton Museum of Art Philanthropy Board support an assist in maintaining this history of community giving and support.

PREVIOUS DECISIONS

28 November 2023 Council amended the Rockhampton Museum of Art Philanthropy Board Terms of Reference confirming their function within the Collection Management Policy and Procedure

9 February 2021 Council endorsed the Rockhampton Museum of Art Philanthropy Board Terms of Reference.

26 April 2017 the Rockhampton Art Gallery Philanthropy Board Terms of Reference were endorsed by Council.

BUDGET IMPLICATIONS

Continuing support of the Board function is delivered within establish operational budget.

The continuation of the Board and its support of sponsorship and fundraising measures is vital to the ongoing funding of artwork acquisition.

LEGISLATIVE CONTEXT

Nil

LEGAL IMPLICATIONS

There are no legal implications relevant to this matter.

STAFFING IMPLICATIONS

There is no implication for current staffing levels relevant to this report.

RISK ASSESSMENT

Low risk

CORPORATE/OPERATIONAL PLAN

2022-2027 Corporate Plan

Goal 2.1 Our places and spaces enhance the livability and diversity of our communities

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

Goal 2.3 Our regions heritage and culture are preserved and celebrated.

CONCLUSION

The functioning of the Rockhampton Museum of Art Philanthropy Board should continue through Council re-endorsement of the suggested members in line with then new term of Council.

11.5 MOUNT MORGAN AQUATIC CENTRE REDEVELOPMENT GRANT FUNDING REVIEW

File No: 12534
Attachments: Nil
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Andrew Collins - Manager Project Delivery

SUMMARY

Council has a funding agreement with the Queensland Government under Resources Community Infrastructure Funding Program. Mount Morgan Pool Project has been completed under budget with a small cost saving. Consultation with the funding body has confirmed there is an opportunity to request a variation of scope to include additional items.

OFFICER'S RECOMMENDATION

THAT Council:

1. Support the submission of a variation for additional scope for the Mount Morgan Pool Project; and
2. Endorse the proposed additional elements as detailed in the report.

COMMENTARY

Council has an approved funding agreement for the Mount Morgan Pool Project under the Resources and Community Infrastructure Grant. The funding provided was a total of \$4.5M and Council contribution of \$2M. The project was completed on the 17th February 2024 for the cost of \$6,233,685, this leaves an under spend of \$271,315. There is a shade structure still to be provided over the wet play area that is under the projects scope. Its is estimated to be around \$100,000. This will leave \$171,315 surplus to fund additional options on the site.

Within the funding agreement is a directive for the allocation of cost savings under Item 3.4 which dictates

“(d) Where a Project has a cost savings, the Recipient must refund to the State a portion of the cost savings equal to the proportion which the Project Funding bears to the Estimated Total Project Costs.”

Consultation with the funding body has confirmed, that Council can submit a Variation of Scope, for *approval* to the State for any extra eligible benefits that could be considered to add a benefit to the community and project.

The decision to provide further benefits, or to refund the funding needs to be determined by Council.

BACKGROUND

The objective of this project was to deliver a fully redeveloped Aquatic Recreation Centre in line with contemporary facility practices and planning requirements. Provided benefits to the community include, enabling recreation, swimming lessons, swimming competitions and carnivals. This project contributes to a larger project to develop an Outdoor Recreation precinct close to the center of Mount Morgan, which will improve accessibility to areas for active recreation. It is envisaged that the new Aquatic Recreation Centre will interact with the greater Boyd Park in the long term.

The newly completed Pool has been in service for three (3) months and has provided a service to 32 people daily, within the community. The benefits seen within the community include improved access for families and young people by encouraging active lifestyles, improving mental health, promoting relaxation, and reducing stress. There are further options available to create an engaging space for the community within the Mount Morgan Pool Project.



PREVIOUS DECISIONS

On 22 March 2022 Council resolved as follows:

THAT Council:

- 1. reaffirms the allocation of \$2,000,000 included in the 2021/22, 2022/23 and 2023/24 Budgets for the redevelopment of the Mount Morgan Aquatic Centre; and*
- 2. authorise the Chief Executive Officer to execute a funding agreement from the Resource Communities Infrastructure Fund in the sum of \$4.5 million to be allocated towards the redevelopment of the Mount Morgan Aquatic Centre; and*
- 3. continue to advocate for external funding and commitments from candidates at the upcoming 2022 Federal Election to support the completion of the Mount Morgan Aquatic Centre redevelopment project.*

On 22 July 2022 Council resolved as follows:

THAT Council endorse Option 4 but including a refurbished grandstand to progress further and share with the Mount Morgan community.

ELEMENTS FOR ADDITIONAL SCOPE

The following options have been identified and discussed with the funding body as having the potential to be eligible under the funding as they will provide an additional benefit to the community of Mount Morgan while staying within the allocated funding amount.

The intent is that as many of the approved elements possible will be completed within the existing budget.

Element 1**Additional Portable Grandstand**

Communities and Facilities have commented that a second grandstand would be beneficial for the Pool and Community. \$30,000

Element 2**Resurfacing of the Toddler Pool.**

The current toddler pool surface will require resurfacing within the next 5 years, as it is nearing end of life. \$30,000

Element 3**Covered Picnic Area**

Two small, covered picnic tables and one larger covered picnic tables for the community to hold celebrations and to provide shaded seating to the area. \$100,000

Element 4**Pool Cover**

A pool cover can be included to protect and reduce pool evaporation in the off season. \$10,000

Total cost for additional scope proposed is \$170,000.

BUDGET IMPLICATIONS

The adopted project budget for the project was \$6.5M, consisting of \$2M Council Funding and \$4.5M External Funding.

The final project cost is \$6,333,685, this leaves an under spend of \$171,315. The options put forward will be covered by this surplus funding.

The extension of the approved scope to include these options would maximize the benefit to the community without impact to the budget. They will only proceed within the available amount if approval for the variation is obtained by the External Funding Body.

LEGISLATIVE CONTEXT

There is no legislative context.

LEGAL IMPLICATIONS

There are no legal implications.

STAFFING IMPLICATIONS

There will be no change to staffing.

RISK ASSESSMENT

The variation may not be approved, in which case the options will not proceed, and funding returned to the State.

CORPORATE/OPERATIONAL PLAN**Our Community Goal 2.2**

We support our communities through our activities and programs.

Operational Plan Reference: 2.1.5.1

Undertake Mount Morgan Pool Redevelopment Project. Commence construction and complete for commissioning by June 2024.

-Parks, Sport and Public Spaces

CONCLUSION

That Council endorses the proposed variation of increased scope to be submitted to the State Funding body for consideration.

11.6 SOLE SUPPLIER

File No:	1466
Attachments:	Nil
Authorising Officer:	Dan Toon - Manager Water and Wastewater Peter Kofod - General Manager Regional Services
Author:	Annette Thomson - Personal Assistant to Manager Water and Wastewater

SUMMARY

This report details a number of items of equipment and services that are important to Fitzroy River Water's water and sewerage operations. Council approval is sought for these items to be provided by the listed sole suppliers in accordance with s235(b) of the Local Government Regulation (2012).

OFFICER'S RECOMMENDATION

THAT pursuant to s235(b) of the Local Government Regulation 2012, Council approves the use of the following nominated suppliers without the need to seek additional quotes or tenders:

1. Miri Technologies for the supply of Programmable Logic Controllers (PLC's), Radios, Repeaters, Duplexers and Antennas; and
2. Rotork Australia Pty Ltd for the supply, servicing and repairs of Valve Actuators and Gearboxes.

COMMENTARY

Fitzroy River Water relies on specialised items in many of its water and sewerage assets to ensure standardisation of design, operation and maintenance, and to help ensure optimal efficiency and reliability of services.

Table 1 lists items of such equipment, associated maintenance services and the respective suppliers. Seeking of quotes for these items is not an efficient or effective use of Council and the Supplier's time and resources, as these suppliers are continually selected due to the specialist nature of the equipment, compatibility with existing infrastructure and the ability of the supplier and their equipment to meet Fitzroy River Water's operational needs.

Table 1. Items of equipment or products for water and sewerage operations and their suppliers

Item	Supplier	Justification
Programmable Logic Controllers (PLC's), Radios, Repeaters, Duplexers and Antennas	Miri Technologies	<p>All of FRW's small water and sewerage pump stations currently utilise Miri PLC's and analogue radios. As the analogue system is now obsolete it has become necessary to upgrade to a digital system.</p> <p>This will require:</p> <ul style="list-style-type: none"> - new repeaters and antenna equipment; - replacement of existing Miri PLC's and radios at 25 sites; and - upgrade of existing Miri PLC's with new radios <u>only</u> at 105 sites. <p>Ongoing use of the Miri systems is recommended based on the following:</p>

		<ul style="list-style-type: none"> - The Miri system will be the lowest cost solution as alternative systems would require full replacement of the 105 existing sites proposed to be upgraded. - FRW operational staff are experienced in the operation and maintenance of the Miri systems having been in use for greater than 20 years. <p>In addition to the above Capital Upgrades, it is recommended that Miri Technologies continue to be the nominated supplier for maintenance works to existing process control equipment at the pump station sites.</p> <p>The estimated expenditure (Capital and Operational) is as follows:</p> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Financial Year</th> <th style="text-align: left;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>23/24</td> <td>\$35,000</td> </tr> <tr> <td>24/25</td> <td>\$135,000</td> </tr> <tr> <td>25/26</td> <td>\$135,000</td> </tr> <tr> <td>26/27</td> <td>\$89,000</td> </tr> </tbody> </table>	Financial Year	Expenditure	23/24	\$35,000	24/25	\$135,000	25/26	\$135,000	26/27	\$89,000
Financial Year	Expenditure											
23/24	\$35,000											
24/25	\$135,000											
25/26	\$135,000											
26/27	\$89,000											
<p>Valve Actuators and Gearboxes, supply, servicing and repairs</p>	<p>Rotork Australia Pty Ltd</p>	<p>Rotork Australia Pty Ltd are a manufacturer and supplier of water and sewer valve actuators and gearboxes that have become standard across the majority of FRW’s pump station, treatment plant and reservoir sites. A small number of valves at older reservoir sites use an alternative brand of actuators which are no longer serviceable and are proposed to be replaced.</p> <p>The recent major upgrades at the Glenmore Water Treatment Plant and North Rockhampton Sewage Treatment Plant have numerous Rotork Actuators installed.</p> <p>Rotork also provide repair and servicing of their products as a part of FRW’s planned and reactive maintenance activities.</p> <p>In order to continue this standardisation across FRW’s sites and to enable efficient delivery of planned and reactive maintenance, it is recommended that Rotork be engaged as a sole supplier.</p> <p>The estimated expenditure (Capital and Operational) per year is \$80,000.</p>										

BACKGROUND

No additional background information is provided relevant to this matter.

PREVIOUS DECISIONS

In December 2017, February 2019, June 2020 and June 2021 Council approved the establishment of specialised item suppliers for Fitzroy River Water. This report seeks to add to this list of specialised item suppliers to further improve the efficiency of procurement activities for these important items and improve the reliability and performance of water and sewerage assets.

BUDGET IMPLICATIONS

No budget implications expected. Current budget submission allows for proposed sole supplier arrangements.

LEGISLATIVE CONTEXT

Local Government Regulation (2012) –

235 Other exceptions

“A local government may enter into a medium-sized contractual arrangement or large- sized contractual arrangement without first inviting written quotes or tenders

if—“

“(b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders;”

LEGAL IMPLICATIONS

There are no identified legal implications to Council relevant to this matter.

STAFFING IMPLICATIONS

Engagement of the above suppliers as sole suppliers of the stated items will enable more efficient delivery of services with the resources available.

RISK ASSESSMENT

The following key risks have been identified with respect to proceeding with this recommendation:

Risk	Commentary
The nominated suppliers cease trading during the life of the asset.	Both Miri and Rotork have been in operation for extended periods of time with establishment in 1984 and 1957 respectively. Engagement of these suppliers as sole suppliers does not increase the consequence of this risk when compared to alternatives.

CORPORATE/OPERATIONAL PLAN

Engagement of the above suppliers as sole suppliers of the stated items aligns with the below goals / sections of Council's Corporate and Operational Plans.

Operational Plan 2023 / 2024

- 1.1.1.3 Deliver water and sewerage services in accordance with Fitzroy River Water 2023-2024 Performance Plan.

Corporate Plan 2022-2027:

- Provide high-quality, safe, reliable and cost-effective water and sewerage services;
- Operate in an efficient and financially sustainable manner and provide Council with an appropriate rate of return;
- Responsibly manage, improve and augment infrastructure;
- Optimise costs;
- Undertake other commercial activities with a profit motive.

CONCLUSION

By approving the above suppliers as sole suppliers of the stated items, Fitzroy River Water can procure important items that have demonstrated the ability to meet our operational needs in an efficient and timely manner.

**11.7 DISPOSAL OF COUNCIL OWNED LAND TO CONVERT TO ROAD RESERVE -
344, 347 AND 349 EAST LANE, DEPOT HILL**

File No: 1680, 3974

Attachments: 1. [Aerial Map of Council Owned Land](#)

Authorising Officer: Megan Younger - Manager Corporate and Technology Services
Ross Cheesman - Deputy Chief Executive Officer

Author: Michelle George - Property and Resumptions Officer
Kellie Roberts - Coordinator Property and Insurance

SUMMARY

Coordinator Property & Insurance reporting on converting Council owned freehold land located at 344, 347 and 349 East Lane, Depot Hill to road reserve. The properties are currently being used as road and the most appropriate tenure for this land is road reserve.

OFFICER'S RECOMMENDATION

THAT pursuant to section 236(1)(b)(i) of the *Local Government Regulation 2012*, Council authorises the Chief Executive Officer (Coordinator Property & Insurance) to dispose of 4(four) parcels of land known as 344, 347 and 349 East Lane, Depot Hill described as Lot 5 on RP601207, Lot 5 on RP600803, Lot 11 on RP600379, Lot 20 on RP600379 to be dedicated as road.

COMMENTARY

Council has freehold ownership of land located at 344, 347 and 349 East Lane, Depot Hill, described as Lot 5 on RP601207, Lot 5 on RP600803, Lot 11 on RP600379, Lot 20 on RP600379 ("**Council Land**"). The Council Land was recently identified as being rated properties however are currently being used as road. The Council Land was transferred to Council ownership in 1994 and 2002 due to unpaid rates on valueless land.

BACKGROUND

The Council Land is currently on the Road Register as part of East Lane and is bitumen sealed and maintained by Council. Following consultation with the Manager Civil Operations it was identified that conversion to road reserve is the most appropriate tenure given its use as road, and that as freehold land there is no commercial value and Council would never dispose of the land otherwise.

PREVIOUS DECISIONS

Nil

BUDGET IMPLICATIONS

Nil

LEGISLATIVE CONTEXT

Section 236 of the *Local Government Regulation 2012* details a series of exceptions when disposing of a valuable non-current asset (land). Section 236(1)(b)(i) describes the process for disposal of land to a government agency. As the proposal is to dispose of Council owned land to road reserve, is technically a disposal to a government agency.

Section 236 Exceptions for valuable non-current asset contracts

(1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if—

(b) the valuable non-current asset is disposed of to—

(i) a government agency

(2) An exception mentioned in subsection (1)(a) to (e) 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.

(3) 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.

(4) However, subsection (3) does not apply if the land or interest in land is disposed of under subsection (1)(b), (1)(c)(ii) or (1)(f).

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Existing resources with Property and Insurance can adequately manage the conversion of this Council Land to road reserve.

RISK ASSESSMENT

Road reserve is considered the most appropriate tenure of land given the current use of the Council Land. It has no purpose or practical use to Council as freehold land.

CORPORATE/OPERATIONAL PLAN

GOAL 5.1 - Our Region has infrastructure that meets current and future needs.

CONCLUSION

It is recommended that 344, 347 and 349 East Street, Depot Hill described as Lot 5 on RP601207, Lot 5 on RP600803, Lot 11 on RP600379, Lot 20 on RP600379 be dedicated as road.

**DISPOSAL OF COUNCIL OWNED LAND
TO CONVERT TO ROAD RESERVE -
344, 347 AND 349 EAST LANE,
DEPOT HILL**

Aerial Map of Council Owned Land

Meeting Date: 28 May 2024

Attachment No: 1

344, 347 and 349 East Lane, Depot Hill



A4 Page scale at 1: 1,824.58
Printed from GeoCortex on 15/03/2024



Legend

- Houses
- Lot
- Use
- Street parcels
 - CV - Covenant
 - FD - Below Depth F
 - FR - Frontal
 - LL - Linted Lanes
 - MR - Mixing Lanes
 - PP - Prok & Ponds
- Essentials
- Property Parcels (Main)
- Roads
 - Main Roads
 - Major Council Roads
 - Standard Council R
 - Access Roads
 - Private Roads
 - Unsubstantiated
- Rivers
- Ocean
- Rivers
- DCCB Parks
 - National Park
 - Reserve
 - State Forest
- RRC Boundary

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11.8 PROPOSED FEES AND CHARGES 2024-2025

File No: 7816

Attachments: 1. [Summary of Proposed Changes 2024/2025](#)
2. [Proposed 2024/2025 Fees and Charges](#)

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer

Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The Fees and Charges Schedule for the 2024/2025 Financial Year is submitted for adoption.

OFFICER'S RECOMMENDATION

THAT in accordance with the requirements of the *Local Government Act 2009*, Council adopts the Fees and Charges schedule for the 2024/2025 financial year.

COMMENTARY

The proposed fees and charges for 2024/2025 are provided in the attached schedule.

The schedule details the current fee for 2023/2024 and the proposed new fees for 2024/2025.

BACKGROUND

A review of fees and charges was carried out by officers throughout January and February 2024. Fees that have experienced larger increases and/or consolidation are noted in the attachment. The fees and charges schedule has been provided for review and details the current and proposed fees.

A review was conducted by the Legal and Governance Unit of the draft 2024/2025 Fees and Charges and any new fees and charges that have been created have been reviewed to ensure legislative authority, governing legislation and the wording of the new fees is correct.

BUDGET IMPLICATIONS

The fees and charges set by the attached schedules form a significant part of Council's revenue raising requirements and provide the source of funding and/or contribution to programs delivered by Council.

The fees and charges are set in conjunction with the Budget each year to ensure appropriate and responsible revenue raising.

POLICY IMPLICATIONS

The fees and charges in the schedules can be amended at any time throughout the year in accordance with legislation.

CONCLUSION

The fees and charges for 2024/2025 are set under the provisions of the *Local Government Act 2009* and will be applied from 1 July 2024.

PROPOSED FEES AND CHARGES 2024-2025

Summary of Proposed Changes 2024/2025

Meeting Date: 28 May 2024

Attachment No: 1

SUMMARY OF PROPOSED CHANGES TO FEES AND CHARGES FOR 2024/2025

Airport

A comprehensive review of Airport fees and charges has been undertaken with changes over the 4% recommendation noted below.

New fees have been added for the hire of check in counters, boarding gates per flight and the airport management office per day.

Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Descriptive if required	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) Descriptive if Required	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)
036	Check in counter hire	Y			new		\$50.00 per flight
037	Boarding gate counter hire	Y			new		\$50.00 per flight
055	Airport Management Offices	Y			new		\$100.00 per day

Passenger Service Charges

Domestic and International passenger service charges are increasing by \$2 and \$3 respectively which equates to 8.0% and 9.4% per arriving and departing passenger.

Fee Number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Descriptive if required	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) Descriptive if Required	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery	Account Number	Proposed v Current fee %	Proposed v Current fee %
AIR06	001	Passenger Service Charges (PSC)											
AIR002	002	(a) Domestic Operations Including Charters - All Passengers	Y		\$25.00		\$27.00	Per Arriving or Departing Passenger	LI7 (Aerodrome) 2011	Commercial	J640000.008.1101	\$2.00	8.00%
AIR002	003	(b) International Operations - All Passengers	Y		\$32.00		\$35.00	Per Arriving or Departing Passenger	LI7 (Aerodrome) 2011	Commercial	J640000.008.1101	\$3.00	9.38%

Landing Charges (MTOW) and Aircraft Parking Charges

Landing fees and aircraft parking charges are increasing above 4% which represents between \$0.55 and \$53.40 as these fees have been rounded to the nearest dollar.

Miscellaneous Charges

Airside escort charges have increased by \$57.20 and \$95 due to the increased cost in salaries and wages to provide the services.

Fee Number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Descriptive if required	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) Descriptive if Required	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery	Account Number	Proposed v Current fee %	Proposed v Current fee %
AIR031	031	Miscellaneous Charges											
AIR032	032	(a) Airside Escort (Safety or Security) between 07:30hrs and 19:00hrs (local), 7 days per week	Y		\$32.00		\$50.00	Charged per hour. Minimum 1hr charge	Local Government Act 2009	Commercial	J640000.000.1101	\$57.20	51.64%
AIR032	033	(b) Airside Escort (Safety or Security) between 19:00hrs and 07:30hrs (local), 7 days per week	Y		\$35.00		\$450.00	Charged per hour. Minimum 4hr charge	Local Government Act 2009	Commercial	J640000.000.1101	\$95.00	26.78%

Conference Room Charges

The conference room has had a name change from the Eddie Hudson Conference Room to the International Arrivals Conference Room. Fees in this area have increased by 30% or between \$24.50 and \$128.

Fee Number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Descriptive if required	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) Descriptive if Required	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery	Account Number	Proposed v Current fee %	Proposed v Current fee %
AIR046	046	Conference Room Charge											
AIR047	047	International Arrivals Conference Room											
AIR048	048	(a) Hourly	Y		\$100.00		\$132.00	hourly	Local Government Act 2009	Commercial	J6452100.242.1101	\$32.00	30.19%
AIR049	049	(b) Half day hire	Y		\$252.00		\$327.00	half day	Local Government Act 2009	Commercial	J6452100.242.1101	\$75.00	29.76%
AIR050	050	(c) Full day hire	Y		\$424.00		\$552.00	full day	Local Government Act 2009	Commercial	J6452100.242.1101	\$128.00	30.19%
AIR051	051	Boarding Management Pass/Room	Y		\$75.00		\$98.40	hourly	Local Government Act 2009	Commercial	J6452100.241.1101	\$23.40	30.82%
AIR052	052	(a) Hourly	Y		\$115.00		\$142.00	half day	Local Government Act 2009	Commercial	J6452100.241.1101	\$27.00	23.48%
AIR054	054	(c) Full day hire	Y		\$248.00		\$318.00	full day	Local Government Act 2009	Commercial	J6452100.241.1101	\$70.00	28.19%

Car Parking Fees

Car parking fees have increased overall above 4%. Short and mid-term parking has increased on average 4.6% ranging from \$0.50 to \$8.50 depending on duration of parking within the respective parking zones. Importantly 20-minute free parking in the short-term carpark remains unchanged. Long term parking has

seen larger increases of between 4.1% to 12.3% or \$2.50 to \$15.00 across the zone while covered parking has increased the most between \$7.50 and \$89.50 depending on the length of stay.

Ground Transport Access Charges (taxi and ride sharing access) are unchanged.

City Child Care Centre

Since 2021/2022 childcare fees other than daily sessional fees have not increased. In order to apply some consistency in the fee structure, half day fees, late fees and the enrolment fee are all proposed to increase in 2024/2025 by between \$5 and \$10 or 9% to 33%. An industry benchmarking activity has also been conducted ensuring that the fees are competitive within the local market and the services provided.

City Child Care Centre													
Fee Number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Descriptive if required	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) Descriptive if required	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery	Account Number	Proposed v Current fee \$	Proposed v Current fee %
CCC001	001	City Occasional Child Care											
CCC002	002	Half Day Care- Per Child (per morning/afternoon session)	N		\$52.00		\$58.00	per 4.5 hr session	Local Government Act 2009	Commercial	J540000.020.1103	\$6.00	9.68%
CCC003	003	Nursery	N		\$59.00		\$68.00	per 4.5 hr session	Local Government Act 2009	Commercial	J540000.020.1103	\$9.00	15.25%
CCC004	004	Toddler	N		\$56.00		\$65.00	per 4.5 hr session	Local Government Act 2009	Commercial	J540000.020.1103	\$9.00	16.01%
CCC005	005	Children preschool	N										
CCC006	006	Late charges (per child for each 5 minutes after booked time)	N		\$15.00		\$20.00	per child	Local Government Act 2009	Commercial	J540000.020.1103	\$5.00	33.33%
CCC007	007	Nursery	N		\$15.00		\$20.00	per child	Local Government Act 2009	Commercial	J540000.020.1103	\$5.00	33.33%
CCC008	008	Toddler	N		\$15.00		\$20.00	per child	Local Government Act 2009	Commercial	J540000.020.1103	\$5.00	33.33%
CCC009	009	Preschool	N		\$15.00		\$20.00	per child	Local Government Act 2009	Commercial	J540000.020.1103	\$5.00	33.33%
CCC010	010	Council Long Day Care - Daily Sessional Fee											
CCC011	011	Nursery (from 01/01/2024)	N		\$120.00		\$125.00	per day	Local Government Act 2009	Commercial	J540000.020.1103	\$5.00	4.17%
CCC012	012	Toddler (from 01/01/2024)	N		\$120.00		\$125.00	per day	Local Government Act 2009	Commercial	J540000.020.1103	\$5.00	4.17%
CCC013	013	Preschool (from 01/01/2024)	N		\$115.00		\$120.00	per day	Local Government Act 2009	Commercial	J540000.020.1103	\$5.00	4.35%
CCC014	014	Enrolment Fee											
CCC015	015	Per Child	N		\$70.00		\$80.00	per child	Local Government Act 2009	Commercial	J540000.020.1103	\$10.00	14.29%
CCC016	016	Child care fees are subject to review pending changes to applicable Government funding assistance & requirements.											

Civil Operations

Civil Operations fees and charges have all increased by the recommended 4% ranging from \$2 to \$28.

New fees are being introduced for the commercial use of Council managed public marine facilities. The fees have been benchmarked against neighbouring Councils and are consistent with other commercial use fees applied to roads as a similar process is followed.

Fee number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Descriptive if required	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) Descriptive if required	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery
CIV042	042	Commercial use of Council managed public marine facilities								
CIV043	043	Short-term application fee - for a period no longer than 1 month	N		new		\$40.00	per application	LL1 (Administration) 2011 LL12 (Commercial Use of Local Government Controlled Areas and Roads) 2011.	LGA 2009 Part 2, s97(2)(a)
CIV044	044	Application fee - for a period longer than 1 month	N		new		\$480.00	per application	LL1 (Administration) 2011 LL12 (Commercial Use of Local Government Controlled Areas and Roads) 2011.	LGA 2009 Part 2, s97(2)(a)
CIV045	045	Annual renewal fee	N		new		\$400.00	per application	LL1 (Administration) 2011 LL12 (Commercial Use of Local Government Controlled Areas and Roads) 2011.	LGA 2009 Part 2, s97(2)(a)

Community Venues

Community Centre fees have mostly increased by 5% for both commercial and community events or between \$0.50 and \$80 in 2024/2025. The increase above 4% is due to the salaries and wages involved in making the booking and the behind the scenes work to ensure the venues are of an appropriate standard to hire.

At each community centre a cleaning fee of \$60 is being introduced when the room or venue is not left in a clean and tidy state to recover the cost of cleaning and consumables incurred when our team is required.

Customs house fees have been changed to be 'Price on Application' (POA) as the facility now sees a wide variety of uses and the current fee structure doesn't always allow for the full recovery of costs depending on how many spaces are used in a hire arrangement. The Security deposit has increased to \$2,000 to deter possible higher cleaning and repair costs. The same principle applies to the refundable security deposit for Not-for-Profit Community Organisation which increases to \$500.

Fee number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Commercial	2023/2024 Current Fee (incl GST) Community	2024/2025 Proposed Fee (incl GST) Commercial	2024/2025 Proposed Fee (incl GST) Community Event	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery	Proposed Current fee Commercial \$	Proposed Current fee Commercial %	Proposed Current fee Community \$	Proposed Current fee Community %
COM039	039	Customs House												
COM040	040	All Areas - Function Room, Plating Kitchen, Balcony, Downstairs Lawn Area	Y	\$695.00		POA		\$0.00 per day	Local Government Act 2009	Commercial	\$0.00	0.00%	\$0.00	0.00%
COM041	041	Inclusions - Air conditioning, refrigerator, bar facilities, Plating Kitchen and toilet facilities												
COM042	042	Function Room	Y	\$580.00		POA		per day	Local Government Act 2009	Commercial	\$0.00	0.00%	\$0.00	0.00%
COM043	043	Inclusions - Air conditioning, refrigerator, bar facilities and toilet facilities												
COM044	044	Downstairs Lawn Area	Y	\$120.00		POA		per day	Local Government Act 2009	Commercial	\$0.00	0.00%	\$0.00	0.00%
COM045	045	Inclusions - Garden setting in front of building suitable for small celebrations												
COM046	046	Customs House Court Yard	Y	\$500.00		POA		per day	Local Government Act 2009	Commercial	\$0.00	0.00%	\$0.00	0.00%
COM047	047	Inclusions - Open area section at side and rear of Customs House												
COM048	048	Balcony Area	Y	\$120.00		POA		per day	Local Government Act 2009	Commercial	\$0.00	0.00%	\$0.00	0.00%
COM049	049	Inclusions - Exclusive use of balcony area and use of toilet facilities												
COM050	050	Plating Kitchen	Y	\$120.00		POA		per day	Local Government Act 2009	Commercial	\$0.00	0.00%	\$0.00	0.00%
COM051	051	Inclusions - Fridges, sink and bench space for preparing food (NB: No warming equipment on site)												
COM052	052	Not for Profit Community Organisations - Security bond - Refundable following satisfactory cleaning and inspection. May be withheld for additional cleaning and repairs	N		\$420.00		\$500.00	per day	Local Government Act 2009	Commercial	\$0.00	0.00%	\$80.00	13.05%
COM053	053	Cleaning - Charged to the hirer if the facility requires additional cleaning following the event Commercial Organisation, Private Individual - Security bond - Refundable following satisfactory cleaning and inspection. May be withheld for additional cleaning and repairs	Y	\$30.00	\$100.00	\$120.00	\$120.00	per hour	Local Government Act 2009	Commercial	\$30.00	33.33%	\$20.00	20.00%
COM054	054		N	\$1,200.00		\$2,000.00		per day	Local Government Act 2009	Commercial	\$800.00	66.67%	\$0.00	0.00%

Customer Service

Considerable work has been undertaken for the Temporary Entertainment Event / Public Place Activity / Community Centre / Wedding Bookings (Parks & Reserves, etc.) fees as more enquiries and bookings are being made across Council venues. The application fee has increased to ensure recovery of the booking officers' wages costs. An assessment fee for temporary event bookings is also being introduced to recover some of the costs associated with all areas of Council involved and making assessment for events.

Photocopying fees have been changed to be consistent with the photocopying at the Libraries at \$0.20 and \$0.30 per black and white copy and \$1 and \$2 for colour depending on paper size.

Tender Document Fee (CD production) fee of \$40 is being removed as documents are no longer provided by CD making the fee redundant.

Development Assessment Centre including Building, Plumbing and Drainage

The below fees are proposed to be removed for 2024/2025 as they are no longer applicable or utilised and the lodgement fee for the relevant Operational Works covers these items.

Fee number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Descriptive if required	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) Descriptive if required	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery
DAC334	334	Additional fee for earthworks involving retaining walls for Reconfiguring a Lot applications	N	30% of application fee for earthworks	As assessed			remove	Planning Act	Chpt 3 Part 2 Section 51
DAC336	336	Reinspection of non-conforming work on defects period	N		\$520.30			remove per inspection	Planning Act	Chpt 3 Part 2 Section 51
DAC337	337	Reinspection of non-conforming work during construction period	N		\$520.30			remove per inspection	Planning Act	Chpt 3 Part 2 Section 51
DAC338	338	Application for a CMDG compliant Vehicle Cross Over (associated with a single dwelling)	N		\$212.85			remove per application	Planning Act	Chpt 3 Part 2 Section 51
DAC339	339	Bonding of incomplete Subdivision Works	N		\$714.88			remove per application	Planning Act	Chpt 3 Part 2 Section 51
DAC340	340	Reduction of Bond	N		\$714.88			remove per application	Planning Act	Chpt 3 Part 2 Section 51
DAC341	341	Amendment or Replacement of Existing Outstanding Works Bond	N		\$714.88			remove per application	Planning Act	Chpt 3 Part 2 Section 51
DAC361	361	Town Planning Compliance of Building Applications	N		\$382.70			remove per request	Planning Act	Chpt 3 Part 2 Section 51

The below fees are new for the 2024/2025 year.

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Fee number	Fee number	Item name	GST Authority	2024/2025 Proposed Fee (incl GST) Descriptive if require	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type	Comment
DAC361	361	Drafting of Infrastructure Agreement (all legal costs to be covered by applicant)	Y			POA	Local Government Act 2009	LGA 2009 Part 2, s97(2)(c)	To make it clear any developer wishing to enter into an Infrastructure Agreement it will be at their cost.
DAC362	362	Review of drafted Infrastructure Agreement	Y	Maximum fee of 25% of legal costs to draft Infrastructure Agreement	As assessed		Local Government Act 2009	LGA 2009 Part 2, s97(2)(c)	Fee to cover costs associated with review of Infrastructure Agreement.
DAC416	416	Assessment of Testable Back flow device Community Group Concession	N	50% Concession - commercial only	As assessed		Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	LGA 2009 Part 2, s97(2)(c)	
DAC432	432	Convert Sanitary Drainage Plan to AutoCAD	N		\$120.00	each	Local Government Act 2009	LGA 2009 Part 2, s97(2)(c)	Converting the sanitary drainage plan to autoCAD (Digitising) is done upon request and take a few hours work.
DAC483	483	Pool Fence (Where RPEQ design & certificate for pool unavailable)	Y		\$517.00		Local Government Act 2009	Commercial	New fee for when granting building approval for a historical pool is not possible and building approval for the fence only is needed. This is a reduced fee from what applicants have previously been charged. Previously they were charged the pool approval fee.
DAC491	491	Class 2 - 3 Buildings over 500sqm (Includes alteration/additions) Community Group Concession	Y	50% Concession - commercial only	As assessed		Local Government Act 2009	Commercial	

Fitzroy River Water

Fees and charges at FRW have increased by 4% which the exception of the below notable changes:

Fee number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery	Proposed v Current fee \$	Proposed v Current fee %
FRW026	026	Metered Hydrant Standpipe Hire							\$0.00	0.00%
FRW027	027	Security Deposit/Bond	N	\$2,371.00	\$2,550.00	per standpipe	Local Government Act 2009	S97 (2) (c)	\$179.00	7.55%
FRW031	031	Water Usage Rate	N	\$2.90	\$3.50	per kl	Local Government Act 2009	S97 (2) (c)	\$0.60	20.69%
FRW053	053	Trade Waste Fees								
FRW064	064	Suspended Solids Rate	N	\$2.10	\$2.20	per kilogram	Local Government Act 2009	S97 (2) (c)	\$0.10	4.76%
FRW073	073	Penalty Charges								
FRW074	074	For all parameters	N	\$2.15	\$2.25	per kilogram	Local Government Act 2009	S97 (2) (c)	\$0.10	4.65%

Heritage Village

Heritage Village fees have increased by the recommended 4% or between \$2 and \$220 in 2024/2025 with general entry remaining unchanged at \$5 per person.

Library and Technology Centre

Library and Technology fees have increased by the recommended 4% or between \$1 and \$30 in 2024/2025.

Local Laws – Community Compliance

A summary of the changes to fees and charges for local laws fees has been broken down as per the below:

Keeping Animals

There are no increases to any fees for animal registration for pensioners. All other fees in relation to keep animals have increased by the recommended 4% or between \$1 and \$30 in 2024/2025

Overgrown Land (Land Clearing/Slashing)

Fees for overgrown land have increased by \$5 or 5.3%.

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Commercial Use of Local Government Controlled Areas and Roads

Fees in this area have all increased between \$2 and \$60 which is within the 4% recommended increase.

General Approval/Permit/Licence fee

General permits and licence fees have increased by \$5 or approximately 3% in 2024/2025.

Impounding

The largest increase to fees within Local Laws is sustenance for dog and cats which have been impounded which has increased by 20% or \$1 and \$2 in line with the costs of providing the products.

Major Venues

A summary of the changes to fees and charges for major venues fees has been broken down in the respective venues:

Pilbeam Theatre

Removing Bar and Commercial Kitchen from hireable spaces as liquor licencing requirements prevent the 'bar' from being hired to third parties. The commercial kitchen has had appliances and gas removed from the facility.

All other fees have increased by the recommended 4%.

Fee number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Commercial	2023/2024 Current Fee (incl GST) Community	2024/2025 Proposed Fee (incl GST) Commercial	2024/2025 Proposed Fee (incl GST) * Community Event	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery
MJV016	016	Commercial kitchen	Y	\$125.00	\$125.00	Remove	Remove	per day	Local Government Act 2009	Commercial
MJV017	017	Theatre Bar	Y	POA	POA	Remove	Remove	per session	Local Government Act 2009	Commercial

Rockhampton Showgrounds

Fees at the Rockhampton Showgrounds are proposed to increase by the recommended 4%.

Mount Morgan Showgrounds

Fees at the Mount Morgan Showgrounds are proposed to increase by the recommended 4%.

Music Bowl

Removing Music Bowl from Fees and Charges as it is no longer hireable without engaging significant work from Community Assets and Facilities to make it useable. The revenue from venue hire does not cover the cost from Community Assets and Facilities to make it feasible to hire.

Fee number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Commercial	2023/2024 Current Fee (incl GST) Community	2024/2025 Proposed Fee (incl GST) Commercial	2024/2025 Proposed Fee (incl GST) * Community Event	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery
MJV133	133	Rockhampton Music Bowl								
MJV134	134	Venue Costs								
MJV135	135	Base Rental charge of one day or one session as applicable as required in advance of hiring as a security deposit. In the event of cancellation, the security deposit may be refunded at the discretion of the manager. Additional Security deposit may be applied to manage risk related to the event at the discretion of the manager								
MJV136	136	Cleaning as a result of normal use is included in hire charge. An additional charge will be levied for extraordinary cleaning								
MJV137	137	Security Deposit - all hirers, (refundable subject to post event inspection)	Y	10% of hire quote		Remove	Remove	per hour	Local Government Act 2009	Commercial
MJV138	138	Performance Rental	Y	\$900.00	\$450.00	Remove	Remove	per hour	Local Government Act 2009	Commercial
MJV139	139	Rehearsal and Set-ups	Y	\$50.00	\$25.00	Remove	Remove	per card	Local Government Act 2009	Commercial
MJV140	140	FOH/Gate Staff/Ancillary Staff (optional)				Remove	Remove			
MJV141	141	Duty Manager	Y	\$82.50	\$82.50	Remove	Remove	per day	Local Government Act 2009	Commercial
MJV142	142	Duty Manager (Sunday and Public Holiday penalty rates)	Y	\$130.00	\$130.00	Remove	Remove	per session	Local Government Act 2009	Commercial
MJV143	143	Gate staff/performance	Y	\$360.00	\$180.00	Remove	Remove	per session	Local Government Act 2009	Commercial
MJV144	144	Additional Cleaning and Grounds Maintenance Charges	Y	\$75.00	\$75.00	Remove	Remove	per day	Local Government Act 2009	Commercial
MJV145	145	Productions Charges (optional)				Remove	Remove			
MJV146	146	Production Staff (if required)	Y	\$82.50	\$82.50	Remove	Remove	per day	Local Government Act 2009	Commercial
MJV147	147	Production Staff (if required Sunday and Public Holiday penalty rates)	Y	\$130.00	\$130.00	Remove	Remove	per hour	Local Government Act 2009	Commercial

Walter Reid Cultural Centre

Fees at Walter Reid Cultural Centre are proposed to increase by the recommended 4%.

Old Art Gallery – 62 Victoria Parade

It is proposed to not increase the venue hire fees during 2024/2025 as venue is still only just entering market.

MAPS

Fees and charges for maps have all increased by the recommended 4% ranging from \$0.10 to \$6.70.

Parks Sport & Recreation

All fees have increase by 4% or between \$1 and \$89 for both commercial and community events. The wording for park hire temporary events has been updated to reflect the application forms and current policy for the customer.

New fees are proposed for Mount Morgan Squash court hire. The courts have been returned to operational condition with benchmarking completed against other facilities in the region to set the fee based on an hourly rate or half day (4 hours). A second new fee for storage space hire in community facilities is proposed for incorporated/non-for-profit community organisations requiring access to short-medium term storage. The fee is POA and will be charged based on square meterage and assessed against building condition and functionality.

Fee number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Commercial	2023/2024 Current Fee (incl GST) Community Event	2024/2025 Proposed Fee (incl GST) Commercial	2024/2025 Proposed Fee (incl GST) Community Event	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery
PSR056	056	Mount Morgan Squash Court Hire								
PSR057	057	Single Court hire cost	Y	new	new	\$8.00	\$8.00	per hour	Local Government Act 2009	Commercial
PSR058	058	Two Court hire cost	Y	new	new	\$12.00	\$12.00	Per Hour	Local Government Act 2009	Commercial
PSR059	059	Half Day Rate (4 hrs), two courts	Y	new	new	\$20.00	\$20.00	4 hours	Local Government Act 2009	Commercial
PSR060	060	Storage Space Hire								
PSR061	061	Community Storage Space Hire	Y	new	new	POA	POA	m2	Local Government Act 2009	Commercial
PSR062	062	Available to incorporated/non-for-profit Community Organisations requiring access to short-medium term storage								

Property Searches

Property Search fees have increased on average 4% or between \$1 and \$7.

New fees are proposed in relation to assessment of applications by the property and insurance team. The new fees are aimed at recovering some of the time associated with assessments required across a range of Council sections particularly when site inspections are required as well as extensive negotiations on the terms of the lease. These fees have been benchmarked on other Councils who charge for similar work that can only be performed by Local Governments. The new fees are detailed below:

Fee number	Fee number	Item name	GST Authority	2024/2025 Proposed Fee (incl GST) Descriptive if required	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery	Additional Comments
MAP011	011	Leasing Fees				0		0	
MAP012	012	Request for Extinguishment or amend Council easement	N		\$450.00	per application	Local Government Act 2009	Commercial	This application is required to extinguish/surrender or amend an existing Council easement. Excludes statutory charges.
MAP013	013	New Lease Application - Telecommunication Site	N		\$1,500.00	per application	Local Government Act 2009	Commercial	This fee is applicable for the assessment of new lease applications for Telecommunication Site.
MAP014	014	Request for Consent/Part C Form LA30 – State Land Application under the Land Act 1994	N		\$220.00	per application	Local Government Act 2009	Commercial	This application is required when seeking consent from Council, in the form of a letter or a completed Part C (Dept. Resources form LA30), as road manager or trustee, for applications under the Land Act 1994 over State land.
MAP015	015	Licence/Trustee Permit to Occupy Council Owned/Controlled Land temporarily for a construction set down area, or similar	N		\$750.00	per application	Local Government Act 2009	Commercial	This fee is for the occupation of Council land (freehold or reserve) for the purpose of a construction set down area. Maximum term is 12 months.

Public Health & Environmental

Fees and Charges across Public and Environment Health are proposed to increase between or between 1.7% and 5.26% or \$0.60 and \$411.

There are 2 new fees proposed to be introduced.

Annual Higher Risk Personal Appearance Licence Restoration fee of \$411 is to be included due to changes in legislation.

Knapsack Hire with water based chemical (24D or similar) at \$50 is being introduced as previously only supplying diesel based chemical - \$60. Due to increased demand for water based chemical a new fee has been included.

Regional Cemeteries

Fees and Charges across Regional Cemeteries are proposed to increase by an average of 5% or between \$1 and \$160.

Bajool and Mount Morgan cemeteries have undergone a benchmarking process with our neighbouring local government councils (Central Highlands and Banana Shire Councils), as a result plot sales are proposed to increase by 29% or \$160.

Across all cemeteries there is a decrease in permission fees to install memorial application fees from \$332 to \$150 to encourage people to apply for permission.

Fee number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Descriptive if required	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) Descriptive if required	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery	Account Number	Proposed v Current fee \$	Proposed v Current fee %
CEM001	001	North Rockhampton Cemetery											
CEM017	017	For permission to install approved memorial on gravesite (not exceeding 1.8 metres)	Y		\$332.00		\$150.00	each	Local Government Act 2009	Commercial	J.0035912.053.1123	-182.00	-54.82%
CEM022	022	Gracemere Cemetery											
CEM041	041	For permission to install approved memorial on gravesite (not exceeding 1.8 metres)	Y		\$332.00		\$150.00	each	Local Government Act 2009	Commercial	J.0035916.053.1123	-182.00	-54.82%
CEM050	050	Mt Morgan Cemetery											
CEM085	085	For permission to install approved memorial on gravesite (not exceeding 1.8 metres)	Y		\$332.00		\$150.00	each	Local Government Act 2009	Commercial	J.0035913.053.1123	-182.00	-54.82%
CEM090	090	Bajool Cemetery											
CEM106	106	For permission to install approved memorial on gravesite (not exceeding 1.8 metres)	Y		\$332.00		\$150.00	each	Local Government Act 2009	Commercial	J.0036079.053.1123	-182.00	-54.82%
CEM110	110	South Rockhampton Cemetery (NO NEW BURIALS)											
CEM112	112	For permission to install approved memorial on gravesite (not exceeding 1.8 metres)	Y		\$332.00		\$150.00	each	Local Government Act 2009	Commercial	J.0035911.053.1123	-182.00	-54.82%

Rockhampton Museum of Art

Most fees at Rockhampton Museum of Art are proposed to increase by 4% as recommended with the exception of the below fees:

Rockhampton Museum of Art membership is proposed to remain unchanged from 2023/2024. The current membership structure is:

Individual	\$50
Concession Individual	\$40
NFP Organisation	\$100
Corporate	\$250
Premium	\$500

A new fee is proposed for the Long Gallery and Atrium (Special Event) of \$6,500. This fee includes pre-event site management with the client, security, on the day building management, cleaner onsite during the event and pre and post event building management.

Fee number	Fee number	Item name	GST Authority	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery	Proposed v Current fee \$	Proposed v Current fee %
RMA010	010	Long Gallery and Atrium (Special Event)	Y	\$ 6,500.00	Per 8 hours	Local Government Act 2009	Commercial	\$ 6,500.00	0

The fee for the provision of tea and coffee is proposed to increase by \$1 per person due to an increase in supplies which equates to 33.33%.

Fee number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery	Proposed v Current fee \$	Proposed v Current fee %
RMA026	026	Tea and Coffee provisions in room	Y	\$3.00	\$4.00	per person	Local Government Act 2009	Commercial	\$1.00	33.33%

The fee for "pop-up" shop in foyer for separate entity to hirer of \$21 is proposed to be removed as there isn't any demand for this particular service.

Fee number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Cost Recovery	Proposed v Current fee \$	Proposed v Current fee %
RMA040	040	Fee for "pop-up" shop in foyer for separate entity to hirer	Y	\$21.00		remove per day	Local Government Act 2009	Commercial	\$0.00	0.00%

Rockhampton Regional Waste & Recycling Services

Waste and Recycling fees have undergone a comprehensive review for 2024/2025 as a result of changes in legislation, being an increase in the State Waste Levy and feedback from the community. Some of the wording has also been updated to provide clarity to the end user.

The majority of fees and charges are increasing by the recommended 4%.

The below fees are increasing between 10% and 25% which equate to between \$1 and \$16 noting that the 25% increase equates to a \$1 increase. For fees RWR005, RWR008 & RWR112 this increase is due to the reduction in domestic waste levy rebate, additionally the levy that Council pays to the Queensland State Government on these transactions has increased.

Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type	Proposed v Current fee \$	Proposed v Current fee %
RWR002	Waste Management								
RWR003	Domestic – MSW – Self Haul								
RWR005	240 ltr wheelite bin, Car boot – sedan, suv or station wagon	Y	\$20.00	\$22.00	transaction	Local Government Act 2009	Commercial	\$2.00	10.00%
RWR006	Trailer (6'X4') utility / tray back / van	Y	\$31.00	\$35.00	transaction	Local Government Act 2009	Commercial	\$4.00	12.90%
RWR007	Larger trailer or 6'X4" trailer/ ute using hungry boards	Y	\$33.00	\$45.00	transaction	Local Government Act 2009	Commercial	\$12.00	36.36%
RWR008	Truck / Tandem axle horse float	Y	\$127.00	\$143.00	tonne	Local Government Act 2009	Commercial	\$16.00	12.60%
RWR001	Green Waste								
RWR093	240 ltr wheelite bin, Car boot – sedan, suv or station wagon	Y	\$4.00	\$5.00	transaction	Local Government Act 2009	Commercial	\$1.00	25.00%
RWR084	Trailer (6'X4') utility / tray back / van	Y	\$6.00	\$7.00	transaction	Local Government Act 2009	Commercial	\$1.00	16.67%
RWR086	Larger trailer or 6'X4" trailer/ ute using hungry boards	Y	\$8.00	\$9.00	transaction	Local Government Act 2009	Commercial	\$1.00	12.50%
RWR103	Commercial - No weighbridge available other than skip bin trucks (Lakes Creek Road Waste Facility Only)								
RWR112	Car – any type or mixture of waste < 4.5 GVM or GCM (t)	Y	\$16.00	\$18.00	transaction	Local Government Act 2009	Commercial	\$2.00	12.50%

The below fees are reducing in 2024/2025. RWR004 has reduced due to keeping the minimum charge low and reasonable for the community. RWR033 charge came from a comprehensive review of how much our tyre collection contractor charges RRWR for collection.

Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type	Proposed v Current fee \$	Proposed v Current fee %
RWR004	Minimum charge per delivery at all sites	Y	\$11.00	\$10.00	transaction	Local Government Act 2009	Commercial	-\$1.00	-9.09%
RWR033	Small tractor tyres	Y	\$130.00	\$120.00	tyre	Local Government Act 2009	Commercial	-\$10.00	-7.69%

The below fees have remained the same, including those for tyres, mattresses, white goods and solar panels.

Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type	Proposed v Current fee \$	Proposed v Current fee %
RWR027	Tyres – Only from domestic source (Disposal is limited to Lakes Creek Road or Gracemere Waste Facilities)								
RWR028	4WD / Car / Motorcycle without rim	Y	\$11.00	\$11.00	tyre	Local Government Act 2009	Commercial	\$0.00	0.00%
RWR029	4WD / Car / Motorcycle on rim	Y	\$18.00	\$18.00	tyre	Local Government Act 2009	Commercial	\$0.00	0.00%
RWR030	Light truck, bobcat / skidsteer (tyres only, not tracks)	Y	\$30.00	\$30.00	tyre	Local Government Act 2009	Commercial	\$0.00	0.00%
RWR034	Bobcat / skidsteer (tracks only, not tyres)	Y	\$145.00	\$145.00	track	Local Government Act 2009	Commercial	\$0.00	0.00%
RWR035	Large tractor	Y	\$132.00	\$132.00	tyre	Local Government Act 2009	Commercial	\$0.00	0.00%
RWR036	Other (require pre-approval)	Y	POA	POA	tyre	Local Government Act 2009	Commercial		
RWR038	Mattresses								
RWR039	Single spring mattress	Y	\$9.00	\$9.00	mattress	Local Government Act 2009	Commercial	\$0.00	0.00%
RWR040	Single spring ensemble base	Y	\$9.00	\$9.00	mattress	Local Government Act 2009	Commercial	\$0.00	0.00%
RWR041	Double, Queen, King spring mattress	Y	\$15.00	\$15.00	mattress	Local Government Act 2009	Commercial	\$0.00	0.00%
RWR042	Double, Queen, King spring ensemble base	Y	\$15.00	\$15.00	mattress	Local Government Act 2009	Commercial	\$0.00	0.00%
RWR044	White Goods (Fridge, Freezer, Airconditioner)								
RWR045	White Goods (fridge, freezer, aircons) free of food and contaminants	Y	\$10.00	\$10.00	each	Local Government Act 2009	Commercial	\$0.00	0.00%
RWR046	Solar Panels								
RWR047	Solar Panels	Y	\$16.00	\$16.00	panel	Local Government Act 2009	Commercial	\$0.00	0.00%

The following fees are being removed as the waste is no longer accepted at any of Council's waste facilities.

Fee number	Fee number	Item name	GST Authority	2023/2024 Current Fee (incl GST) Descriptive if required	2023/2024 Current Fee (incl GST) \$	2024/2025 Proposed Fee (incl GST) Descriptive if Required	2024/2025 Proposed Fee (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type	
RWR054	054	Contaminated soil used for cover/operational use	Y		\$184.00			remove	tonne	Local Government Act 2009	Commercial
RWR055	055	Hazardous soil buried in landfill	Y		\$446.00			remove	tonne	Local Government Act 2009	Commercial
RWR056	056	Acid sulphate soil buried in landfill	Y		\$446.00			remove	tonne	Local Government Act 2009	Commercial
RWR070	070	Sewerage & water treatment sludge only accepted at Lakes Creek Road Landfill.	Y		POA			remove	tonne	Local Government Act 2009	Commercial
RWR073	073	Special burials (by prior arrangement)	Y		POA			remove	tonne	Local Government Act 2009	Commercial
RWR080	080	Product destruction (defective commercial products)	Y		POA			remove	tonne	Local Government Act 2009	Commercial
RWR085	085	Add 6x4 Trailer /Ute	Y		\$6.00			remove	transaction	Local Government Act 2009	Commercial

Strategy & Planning

Strategic Planning fees and charges have all increased by the recommended 4% ranging from \$1 to \$42.

Swimming Pools

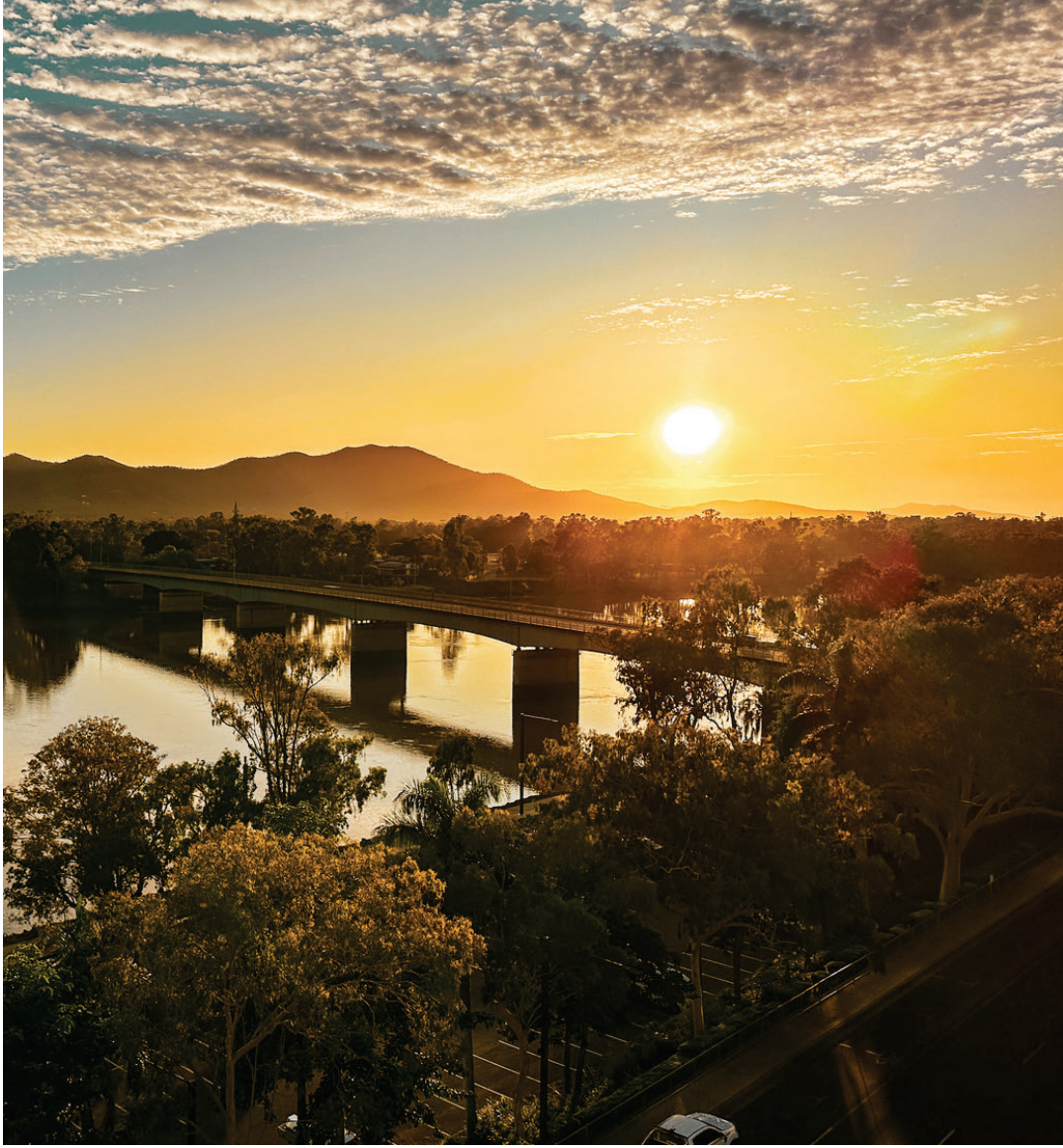
Swimming pool entry fees are proposed to remain at \$3.00 after increasing in 2022/2023 by \$0.50.

PROPOSED FEES AND CHARGES 2024-2025

Proposed 2024/2025 Fees and Charges

Meeting Date: 28 May 2024

Attachment No: 2



FEES & CHARGES

2024 - 2025





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Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Airport									
AIR	Passenger Service Charges (PSC)								
AIR001	(a) Domestic Operations Including Charters - All Passengers	Y		\$ 25.00		\$ 27.00	Per Arriving or Departing Passenger	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR002	(b) International Operations - All Passengers	Y		\$ 32.00		\$ 35.00	Per Arriving or Departing Passenger	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR	Landing Charges (MTOW)								
AIR003	(a) Pay by account:								
AIR004	i. Civilian Aircraft less than 4,000 kg MTOW	Y		\$ 7.00		\$ 7.00	Per 1000kg based on published aircraft MTOW	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR005	ii. Civilian Aircraft less than 90,000kg but greater than 4,000kg MTOW	Y		\$ 14.00		\$ 15.00	Per 1000kg based on published aircraft MTOW	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR006	iii. Civilian Aircraft greater than 90,000kg MTOW	Y		\$ 21.00		\$ 22.00	Per 1000kg based on published aircraft MTOW	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR007	iiii. Australian Military Aircraft	Y		\$ 21.00		\$ 22.00	As per Australian Airports Association or applicable exercise agreement	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR008	v. Foreign Military Aircraft	Y		\$ 21.00		\$ 23.50	Per 1000kg MTOW or as per applicable exercise agreement	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR009	(b) Pay annual in advance - General Aviation Only (aircraft up to 4,000kg only)	Y		\$ 575.00		\$ 598.00	Per 1000kg based on published aircraft MTOW	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR010	(c) Touch and Go Operations (Only applies if prior permission is provided by Airport management for circuit training)	Y	30% of applicable MTOW landing charge	As assessed	30% of applicable MTOW landing charge	As assessed		Local Law No. 7 (Aerodromes) 2011	Commercial
AIR011	(d) Minimum Monthly Landing Fee Charge	Y		\$ 28.30		\$ 30.00	Per invoiced generated	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR012	(e) Helicopters	Y					As per fixed wing aircraft	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR	Aircraft Parking Charges								
AIR013	(a) RPT Apron (excluding Bay 6) - Aircraft parked in excess of 12 hrs	Y		\$ 2.50		\$ 3.50	Per 1000kg MTOW for every hour after 12hrs	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR014	(b) RPT Apron (Bay 6 only) - Aircraft parked in excess of 6 hrs	Y		\$ 1.95		\$ 2.50	Per 1000kg MTOW for every hour after 6hrs	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR015	(c) Helicopters	Y					As per fixed wing parking charges	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR	(d) Parking for Code A and rotary aircraft, wingspan less than 15m on GA Aprons and grassed areas.								
AIR016	i. Per day ad hoc and itinerant users	Y		\$ 8.35		\$ 9.00	Per Day Ad hoc & Itinerant Users	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR017	ii. Per month for locally based aircraft	Y		\$ 55.25		\$ 57.00	Per Month locally based aircraft	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR018	iii. Annually for locally based aircraft	Y		\$ 666.00		\$ 693.00	Annually locally based aircraft	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR019	iv. Pay annual in advance	Y		\$ 529.50		\$ 551.00	Annually paid in advance 20% discount	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR	(d) Parking for Code B aircraft, wingspan more than 15m on GA Aprons and grassed areas;								
AIR020	i. Per day ad hoc and itinerant users	Y		\$ 16.60		\$ 17.00	Per Day Ad hoc & Itinerant Users	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR021	ii. Per month for locally based aircraft	Y		\$ 111.30		\$ 116.00	Per Month locally based aircraft	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR022	iii. Annually for locally based aircraft	Y		\$ 1,326.60		\$ 1,380.00	Annually locally based aircraft	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR023	iv. Pay annual in advance	Y		\$ 1,061.00		\$ 1,103.00	Annually paid in advance 20% discount	Local Law No. 7 (Aerodromes) 2011	Commercial
AIR	Freight Charge								
AIR024	Goods discharged or loaded onto aircraft operating at Rockhampton Airport	Y		\$ 0.18		\$ 0.19	Per kg	Local Government Act 2009	Commercial



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
AIR	Miscellaneous Charges								
AIR025	(a) Airstide Escort (Safety or Security) between 07:30hrs and 19:00hrs (local), 7 days per week	Y		\$ 92.80		\$ 150.00	Charged per hour. Minimum 1hr charge	Local Government Act 2009	Commercial
AIR026	(b) Airstide Escort (Safety or Security) between 19:00hrs and 07:30hrs (local), 7 days per week	Y		\$ 355.00		\$ 450.00	Charged per hour. Minimum 4hr charge	Local Government Act 2009	Commercial
AIR027	(c) Airstide environmental clean-up - applicable to airport tenants/aircraft operators do not complete a clean up of fuel, oil or other material spills to the satisfaction of Airport Management.	Y		\$ 103.75		\$ 108.00	Per hour charge, plus materials, such as replacement of spill kits and disposal of waste. Minimum 2hr charge	Local Government Act 2009	Commercial
AIR028	Fee for lost or damaged Access Card	Y		\$ 49.50		\$ 51.00	Per card	Local Government Act 2009	Commercial
AIR029	Check in counter hire	Y				\$ 60.00	Per flight	Local Government Act 2009	Commercial
AIR030	Boarding gate counter hire	Y				\$ 60.00	Per flight	Local Government Act 2009	Commercial
AIR	Electricity Charge								
AIR031	Levied as per applicable Tariff charges set down in the Queensland Government Gazette. Plus GST.	Y					Tariff as per Qld Government Gazette	Local Government Act 2009	Commercial
AIR	Security Charge								
AIR032	(a) CBS Infrastructure	Y			By Negotiation	By Negotiation	Per Departing Passenger	Local Government Act 2009	Commercial
AIR033	(b) All other security activities	Y			Cost plus 10%	As assessed		Local Government Act 2009	Commercial
AIR034	(c) Passenger and Checked Bag Screening	Y			By Negotiation	By Negotiation	Per Departing Passenger	Local Government Act 2009	Commercial
AIR	Terminal Cleaning Charge								
AIR035	All cleaning activities are cost plus 10% management charge	Y			Cost plus 10%	As assessed		Local Government Act 2009	Commercial
AIR	Administration Charge								
AIR036	Overhead charge for invoicing external charges (Damage to equipment or services)	Y			Cost plus 10%	As assessed		Local Government Act 2009	Commercial
AIR	Conference Room Charge								
AIR	International Arrivals Conference Room								
AIR037	(a) Hourly	Y		\$ 106.00		\$ 138.00	Hourly	Local Government Act 2009	Commercial
AIR038	(b) Half day hire	Y		\$ 212.00		\$ 276.00	Half day	Local Government Act 2009	Commercial
AIR039	(c) Full day hire	Y		\$ 424.00		\$ 552.00	Full day	Local Government Act 2009	Commercial
AIR	Airport Management Board Room								
AIR040	(a) Hourly	Y		\$ 79.50		\$ 104.00	Hourly	Local Government Act 2009	Commercial
AIR041	(b) Half day hire	Y		\$ 185.50		\$ 242.00	Half day	Local Government Act 2009	Commercial
AIR042	(c) Full day hire	Y		\$ 265.00		\$ 345.00	Full day	Local Government Act 2009	Commercial
AIR034	Airport Management Offices	Y				\$ 100.00	Per day	Local Government Act 2009	Commercial
AIR	Car Parking Fees								
AIR	Short Term								
AIR035	0 ~ 20 Minutes	Y		Free		Free		Local Government Act 2009	Commercial
AIR036	0 ~ 30 Minutes	Y		\$ 3.50		\$ 4.00		Local Government Act 2009	Commercial
AIR037	0 ~ 1 Hour	Y		\$ 5.50		\$ 6.00		Local Government Act 2009	Commercial
AIR038	0 ~ 2 Hour	Y		\$ 7.50		\$ 8.00		Local Government Act 2009	Commercial
AIR039	0 ~ 3 Hour	Y		\$ 11.00		\$ 11.00		Local Government Act 2009	Commercial
AIR040	0 ~ 4 Hour	Y		\$ 15.00		\$ 16.00		Local Government Act 2009	Commercial
AIR041	0 ~ 5 Hour	Y		\$ 17.00		\$ 18.00		Local Government Act 2009	Commercial
AIR042	0 ~ 6 Hour	Y		\$ 19.00		\$ 20.00		Local Government Act 2009	Commercial
AIR043	0 ~ 7 Hour	Y		\$ 21.50		\$ 22.00		Local Government Act 2009	Commercial
AIR044	0 ~ 8 Hour	Y		\$ 26.50		\$ 28.00		Local Government Act 2009	Commercial
AIR045	Over 8 Hours	Y		\$ 32.00		\$ 33.00		Local Government Act 2009	Commercial
AIR046	1 Day (24 Hours)	Y		\$ 32.00		\$ 33.00		Local Government Act 2009	Commercial
AIR047	2 Days	Y		\$ 65.00		\$ 68.00		Local Government Act 2009	Commercial
AIR048	3 Days	Y		\$ 95.50		\$ 99.00		Local Government Act 2009	Commercial
AIR049	4 Days	Y		\$ 127.50		\$ 133.00		Local Government Act 2009	Commercial



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
AIR050	5 Days	Y		\$ 164.50		\$ 171.00		Local Government Act 2009	Commercial
AIR051	Over 5 Days	Y	\$164.50 + \$28.00 per day thereafter	As assessed	\$164.50 + \$28.00 per day thereafter	As assessed		Local Government Act 2009	Commercial
AIR	Mid Term								
AIR052	1 Day	Y		\$ 25.50		\$ 27.00	Per day	Local Government Act 2009	Commercial
AIR053	2 Days	Y		\$ 51.00		\$ 53.00		Local Government Act 2009	Commercial
AIR054	3 Days	Y		\$ 74.50		\$ 77.00		Local Government Act 2009	Commercial
AIR055	4 Days	Y		\$ 101.00		\$ 105.00		Local Government Act 2009	Commercial
AIR056	5 Days	Y		\$ 125.00		\$ 130.00		Local Government Act 2009	Commercial
AIR057	6 Days	Y		\$ 146.50		\$ 152.00		Local Government Act 2009	Commercial
AIR058	7 Days	Y		\$ 166.50		\$ 173.00		Local Government Act 2009	Commercial
AIR059	8 Days	Y		\$ 188.00		\$ 196.00		Local Government Act 2009	Commercial
AIR060	9 Days	Y		\$ 201.50		\$ 210.00		Local Government Act 2009	Commercial
AIR061	10 Days	Y		\$ 212.00		\$ 220.00		Local Government Act 2009	Commercial
AIR062	Over 10 Days	Y	\$212.00 + \$18.00 per day thereafter	As assessed	\$212.00 + \$18.00 per day thereafter	As assessed		Local Government Act 2009	Commercial
AIR	Long Term								
AIR063	1 Day	Y		\$ 22.50		\$ 23.00	Per day	Local Government Act 2009	Commercial
AIR064	2 Days	Y		\$ 44.50		\$ 46.00		Local Government Act 2009	Commercial
AIR065	3 Days	Y		\$ 60.50		\$ 63.00		Local Government Act 2009	Commercial
AIR066	4 Days	Y		\$ 75.50		\$ 84.00		Local Government Act 2009	Commercial
AIR067	5 Days	Y		\$ 86.00		\$ 94.00		Local Government Act 2009	Commercial
AIR068	6 Days	Y		\$ 93.50		\$ 105.00		Local Government Act 2009	Commercial
AIR069	7 Days	Y		\$ 103.00		\$ 114.00		Local Government Act 2009	Commercial
AIR070	8 Days	Y		\$ 110.50		\$ 123.00		Local Government Act 2009	Commercial
AIR071	9 Days	Y		\$ 118.00		\$ 130.00		Local Government Act 2009	Commercial
AIR072	10 Days	Y		\$ 125.00		\$ 140.00		Local Government Act 2009	Commercial
AIR073	Over 10 Days	Y	\$125.00 + \$6.00 per day thereafter	As assessed	\$140.00 + \$10.00 per day thereafter	As assessed		Local Government Act 2009	Commercial
AIR	Covered								
AIR074	1 Day	Y		\$ 42.50		\$ 50.00	Per day	Local Government Act 2009	Commercial
AIR075	2 Days	Y		\$ 82.00		\$ 90.00		Local Government Act 2009	Commercial
AIR076	3 Days	Y		\$ 117.00		\$ 135.00		Local Government Act 2009	Commercial
AIR077	4 Days	Y		\$ 151.50		\$ 180.00		Local Government Act 2009	Commercial
AIR078	5 Days	Y		\$ 186.50		\$ 225.00		Local Government Act 2009	Commercial
AIR079	6 Days	Y		\$ 221.50		\$ 270.00		Local Government Act 2009	Commercial
AIR080	7 Days	Y		\$ 256.50		\$ 315.00		Local Government Act 2009	Commercial
AIR081	8 Days	Y		\$ 291.50		\$ 360.00		Local Government Act 2009	Commercial
AIR082	9 Days	Y		\$ 326.50		\$ 405.00		Local Government Act 2009	Commercial
AIR083	10 Days	Y		\$ 360.50		\$ 450.00		Local Government Act 2009	Commercial
AIR084	Over 10 Days	Y	\$360.50 + 30.00 per day thereafter	As assessed	\$360.50 + 30.00 per day thereafter	As assessed		Local Government Act 2009	Commercial
AIR	Ground Transport Access Charge								
AIR085	Taxi access charge - pick up	Y		\$ 3.00		\$ 3.00		Local Government Act 2009	Commercial
AIR086	Taxi access charge - drop-off	Y		\$ 3.00		\$ 3.00		Local Government Act 2009	Commercial
AIR087	Ride sharing access charge - pick up	Y		\$ 3.00		\$ 3.00		Local Government Act 2009	Commercial
AIR088	Ride sharing access charge - drop off	Y		\$ 3.00		\$ 3.00		Local Government Act 2009	Commercial
AIR089	Fare avoidance fee	Y		\$ 12.00		\$ 12.00	Each	Local Government Act 2009	Commercial



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
City Child Care Centre									
CCC	City Occasional Child Care								
CCC	Half Day Care- Per Child (per morning/afternoon session)								
CCC001	Nursery	N		\$ 62.00		\$ 68.00	Per 4.5hr session	Local Government Act 2009	Commercial
CCC002	Toddler	N		\$ 59.00		\$ 68.00	Per 4.5hr session	Local Government Act 2009	Commercial
CCC003	Children preschool	N		\$ 56.00		\$ 65.00	Per 4.5 hr session	Local Government Act 2009	Commercial
CCC	Late charges (per child for each 5 minutes after booked time)								
CCC004	Nursery	N		\$ 15.00		\$ 20.00	Per child	Local Government Act 2009	Commercial
CCC005	Toddler	N		\$ 15.00		\$ 20.00	Per child	Local Government Act 2009	Commercial
CCC006	Preschool	N		\$ 15.00		\$ 20.00	Per child	Local Government Act 2009	Commercial
CCC	Council Long Day Care - Daily Sessional Fee								
CCC007	Nursery (from 01/01/2024)	N		\$ 120.00		\$ 125.00	Per day	Local Government Act 2009	Commercial
CCC008	Toddler (from 01/01/2024)	N		\$ 120.00		\$ 125.00	Per day	Local Government Act 2009	Commercial
CCC009	Preschool (from 01/01/2024)	N		\$ 115.00		\$ 120.00	Per day	Local Government Act 2009	Commercial
CCC	Enrolment Fee								
CCC010	Per Child	N		\$ 70.00		\$ 80.00	Per child	Local Government Act 2009	Commercial
CCC	Child care fees are subject to review pending changes to applicable Government funding assistance & requirements.								



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Cemeteries									
CEM North Rockhampton Cemetery									
CEM001	North Rockhampton - Plot Sale (Right to Bury) Single only	Y		\$ 1,519.00		\$ 1,595.00	Per plot	Local Government Act 2009	Commercial
CEM002	Interment Fees - Base rate grass top	Y		\$ 1,473.00		\$ 1,547.00	Per interment	Local Government Act 2009	Commercial
CEM003	Interment Fees - Base rate cement enclosed	Y		\$ 1,719.00		\$ 1,805.00	Per interment	Local Government Act 2009	Commercial
CEM004	Interment Fees- Full Set up grass top	Y		\$ 1,575.00		\$ 1,654.00	Per interment	Local Government Act 2009	Commercial
CEM005	Interment Fees - Full Set Up cement enclosed	Y		\$ 1,898.00		\$ 1,993.00	Per interment	Local Government Act 2009	Commercial
CEM006	Late fee - not completed by 4.00pm Monday - Friday (Extra)	Y		\$ 423.00		\$ 444.00	Additional fee	Local Government Act 2009	Commercial
CEM007	Saturday (Extra)	Y		\$ 1,037.00		\$ 1,089.00	Additional fee	Local Government Act 2009	Commercial
CEM008	Sunday or Public Holiday (Extra)	Y		\$ 1,173.00		\$ 1,232.00	Additional fee	Local Government Act 2009	Commercial
CEM Ashes									
CEM009	Interment of Ashes	Y		\$ 311.00		\$ 327.00	Per interment	Local Government Act 2009	Commercial
CEM010	Interment of ashes Saturday/Sunday Extra	Y		\$ 456.00		\$ 479.00	Per interment	Local Government Act 2009	Commercial
CEM Exhumations									
CEM011	Application Fee	Y		\$ 1,730.00		\$ 1,817.00	Each	Local Government Act 2009	Commercial
CEM012	Exhumation Fee	Y		\$ 2,936.00		\$ 3,083.00	Each	Local Government Act 2009	Commercial
CEM Monument Fees									
CEM013	For permission to install approved memorial on gravesite (not exceeding 1.8 metres)	Y		\$ 332.00		\$ 150.00	Each	Local Government Act 2009	Commercial
CEM014	Attach plaque from other supplier	Y		\$ 72.00		\$ 76.00	Each	Local Government Act 2009	Commercial
CEM015	Single Marker (concrete)	Y		\$ 45.00		\$ 47.00	Each	Local Government Act 2009	Commercial
CEM016	Double Marker (concrete)	Y		\$ 76.00		\$ 80.00	Each	Local Government Act 2009	Commercial
CEM017	Memorial Wall - Single Plaque Site (150mm x 130mm) including standard plaque and installation	Y		\$ 357.00		\$ 375.00	Each	Local Government Act 2009	Commercial
CEM Gracemere Cemetery									
CEM018	Gracemere - Plot Sale (Right to Bury) Single only	Y		\$ 1,519.00		\$ 1,595.00	Per plot	Local Government Act 2009	Commercial
CEM019	Interment Fees - Base rate grass top	Y		\$ 1,473.00		\$ 1,547.00	Per interment	Local Government Act 2009	Commercial
CEM020	Interment Fees - Base rate cement enclosed	Y		\$ 1,719.00		\$ 1,805.00	Per interment	Local Government Act 2009	Commercial
CEM021	Interment Fees- Full Set up grass top	Y		\$ 1,575.00		\$ 1,654.00	Per interment	Local Government Act 2009	Commercial
CEM022	Interment Fees - Full Set Up cement enclosed	Y		\$ 1,898.00		\$ 1,993.00	Per interment	Local Government Act 2009	Commercial
CEM023	Late fee - not completed by 4.00pm Monday - Friday Extra	Y		\$ 423.00		\$ 444.00	Additional fee	Local Government Act 2009	Commercial
CEM024	Saturday (Extra)	Y		\$ 1,037.00		\$ 1,089.00	Additional fee	Local Government Act 2009	Commercial
CEM025	Sunday or Public Holiday (Extra)	Y		\$ 1,173.00		\$ 1,232.00	Additional fee	Local Government Act 2009	Commercial
CEM Ashes									
CEM026	Single Niche	Y		\$ 357.00		\$ 375.00	Per niche	Local Government Act 2009	Commercial
CEM027	Double Niche	Y		\$ 716.00		\$ 752.00	Per double	Local Government Act 2009	Commercial
CEM028	Interment of Ashes (Grave or Niche)	Y		\$ 311.00		\$ 327.00	Per interment	Local Government Act 2009	Commercial
CEM029	Bronze/Chrome Plaque (150 x 130mm) - maximum 7 lines	Y		\$ 226.00		\$ 237.00	Each	Local Government Act 2009	Commercial
CEM030	Interment of ashes Saturday/Sunday (Extra)	Y		\$ 456.00		\$ 479.00	Per interment	Local Government Act 2009	Commercial
CEM Exhumations									
CEM031	Exhumation - Application Fee	Y		\$ 1,730.00		\$ 1,817.00	Each	Local Government Act 2009	Commercial
CEM032	Exhumation Fee	Y		\$ 2,936.00		\$ 3,083.00	Each	Local Government Act 2009	Commercial
CEM Monument Fees									
CEM033	For permission to install approved memorial on gravesite (not exceeding 1.8 metres)	Y		\$ 332.00		\$ 150.00	Each	Local Government Act 2009	Commercial
CEM034	Attach plaque from other supplier	Y		\$ 72.00		\$ 76.00	Each	Local Government Act 2009	Commercial
CEM035	Single Marker (concrete)	Y		\$ 45.00		\$ 47.00	Each	Local Government Act 2009	Commercial



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
CEM036	Double Marker (concrete)	Y		\$ 76.00		\$ 80.00	Each	Local Government Act 2009	Commercial
CEM	Single Plots in designated gardens:								
CEM037	Plots	Y		\$ 335.00		\$ 352.00	Each	Local Government Act 2009	Commercial
CEM038	Interments	Y		\$ 311.00		\$ 327.00	Per service	Local Government Act 2009	Commercial
CEM039	Marker	Y		\$ 323.00		\$ 339.00	Each	Local Government Act 2009	Commercial
CEM040	Plaques (max 7 lines)	Y		\$ 226.00		\$ 237.00	Each	Local Government Act 2009	Commercial
CEM	Double Plots in designated garden:								
CEM041	Plots	Y		\$ 600.00		\$ 630.00	Each	Local Government Act 2009	Commercial
CEM042	Interment	Y		\$ 311.00		\$ 327.00	Per service	Local Government Act 2009	Commercial
CEM043	Marker	Y		\$ 525.00		\$ 551.00	Each	Local Government Act 2009	Commercial
CEM044	Plaques	Y		\$ 226.00		\$ 237.00	Each	Local Government Act 2009	Commercial
CEM	Family Plots in designated garden:								
CEM045	Plots	Y		\$ 681.00		\$ 715.00	Each	Local Government Act 2009	Commercial
CEM046	Interment	Y		\$ 311.00		\$ 327.00	Per service	Local Government Act 2009	Commercial
CEM047	Marker	Y		\$ 1,062.00		\$ 1,115.00	Each	Local Government Act 2009	Commercial
CEM048	Plaques (150 x 130mm) (max 7 lines etc.)	Y		\$ 226.00		\$ 237.00	Each	Local Government Act 2009	Commercial
CEM	Mt Morgan Cemetery								
CEM049	Mt Morgan - Plot Sale (Right to Bury) Single only	Y		\$ 540.00		\$ 700.00	Per plot	Local Government Act 2009	Commercial
CEM050	Interment Fees - Base rate grass top	Y		\$ 1,473.00		\$ 1,547.00	Per interment	Local Government Act 2009	Commercial
CEM051	Interment Fees - Base rate cement enclosed	Y		\$ 1,719.00		\$ 1,805.00	Per interment	Local Government Act 2009	Commercial
CEM052	Interment Fees- Full Set up grass top	Y		\$ 1,575.00		\$ 1,654.00	Per interment	Local Government Act 2009	Commercial
CEM053	Interment Fees - Full Set Up cement enclosed	Y		\$ 1,898.00		\$ 1,993.00	Per interment	Local Government Act 2009	Commercial
CEM054	Late fee - not completed by 4.00pm Monday - Friday Extra	Y		\$ 423.00		\$ 444.00	Additional fee	Local Government Act 2009	Commercial
CEM055	Saturday (Extra)	Y		\$ 1,037.00		\$ 1,089.00	Additional fee	Local Government Act 2009	Commercial
CEM056	Sunday or Public Holiday (Extra)	Y		\$ 1,173.00		\$ 1,232.00	Additional fee	Local Government Act 2009	Commercial
CEM	Ashes								
CEM	Original Wall								
CEM057	Single Niche	Y		\$ 357.00		\$ 375.00	Per niche	Local Government Act 2009	Commercial
CEM058	Double Niche	Y		\$ 716.00		\$ 752.00	Per double	Local Government Act 2009	Commercial
CEM059	Interment of Ashes (Grave or Niche)	Y		\$ 311.00		\$ 327.00	Per interment	Local Government Act 2009	Commercial
CEM060	Plaque (150 x 130mm) - maximum 7 lines	Y		\$ 226.00		\$ 237.00	Each	Local Government Act 2009	Commercial
CEM	Granite Columbarium Wall								
CEM061	Plaque (150 x 130mm) - maximum 7 lines	Y		\$ 297.00		\$ 237.00	Each	Local Government Act 2009	Commercial
CEM062	Columbarium Wall (Granite) Purchase of Single Niche (price includes Ashes interment and bronze plaque)	Y		\$ 971.00		\$ 1,020.00	Per interment	Local Government Act 2009	Commercial
CEM063	Columbarium Wall (Granite) Purchase of Double Niche (price includes Ashes interment and bronze plaque)	Y		\$ 1,335.00		\$ 1,402.00	Per interment	Local Government Act 2009	Commercial
CEM064	Extra charge for Portrait Photo \$80/hour	Y		POA		POA	Each	Local Government Act 2009	Commercial
CEM065	Interment of ashes Saturday/Sunday	Y		\$ 456.00		\$ 479.00	Per interment	Local Government Act 2009	Commercial
CEM	Exhumations								
CEM066	Exhumation - Application Fee	Y		\$ 1,730.00		\$ 1,817.00	Each	Local Government Act 2009	Commercial
CEM067	Exhumation Fee	Y		\$ 2,936.00		\$ 3,083.00	Each	Local Government Act 2009	Commercial
CEM	Monument Fees								
CEM068	For permission to install approved memorial on gravesite (not exceeding 1.8 metres)	Y		\$ 332.00		\$ 150.00	Each	Local Government Act 2009	Commercial
CEM069	Atsch plaque from other supplier	Y		\$ 72.00		\$ 76.00	Each	Local Government Act 2009	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
CEM070	Single Marker (concrete)	Y		\$ 45.00		\$ 47.00	Each	Local Government Act 2009	Commercial
CEM071	Double Marker (concrete)	Y		\$ 76.00		\$ 80.00	Each	Local Government Act 2009	Commercial
CEM072	Memorial Wall - Single Plaque Site (150mm x 130mm) including standard plaque and installation	Y		\$ 357.00		\$ 375.00	Each	Local Government Act 2009	Commercial
CEM	Bajool Cemetery								
CEM073	Bajool - Plot Sale (Right to Bury) Single only	Y		\$ 540.00		\$ 700.00	Per plot	Local Government Act 2009	Commercial
CEM074	Interment Fees - Base rate grass top	Y		\$ 1,473.00		\$ 1,547.00	Per interment	Local Government Act 2009	Commercial
CEM075	Interment Fees - Base rate cement enclosed	Y		\$ 1,719.00		\$ 1,805.00	Per interment	Local Government Act 2009	Commercial
CEM076	Interment Fees- Full Set up grass top	Y		\$ 1,575.00		\$ 1,654.00	Per interment	Local Government Act 2009	Commercial
CEM077	Interment Fees - Full Set Up cement enclosed	Y		\$ 1,898.00		\$ 1,993.00	Per interment	Local Government Act 2009	Commercial
CEM078	Late fee - not completed by 4.00pm Monday - Friday Extra	Y		\$ 423.00		\$ 444.00	Additional fee	Local Government Act 2009	Commercial
CEM079	Saturday (Extra)	Y		\$ 1,037.00		\$ 1,089.00	Additional fee	Local Government Act 2009	Commercial
CEM080	Sunday or Public Holiday (Extra)	Y		\$ 1,173.00		\$ 1,232.00	Additional fee	Local Government Act 2009	Commercial
CEM	Ashes								
CEM081	Interment of Ashes	Y		\$ 311.00		\$ 327.00	Per interment	Local Government Act 2009	Commercial
CEM082	Interment of ashes Saturday/Sunday	Y		\$ 456.00		\$ 479.00	Per interment	Local Government Act 2009	Commercial
CEM	Exhumations								
CEM083	Exhumation - Application Fee	Y		\$ 1,730.00		\$ 1,817.00	Each	Local Government Act 2009	Commercial
CEM084	Exhumation Fee	Y		\$ 2,936.00		\$ 3,083.00	Each	Local Government Act 2009	Commercial
CEM	Monument Fees								
CEM085	For permission to install approved memorial on gravesite (not exceeding 1.8 metres)	Y		\$ 332.00		\$ 150.00	Each	Local Government Act 2009	Commercial
CEM086	Attach plaque from other supplier	Y		\$ 72.00		\$ 76.00	Each	Local Government Act 2009	Commercial
CEM087	Single Marker (concrete)	Y		\$ 45.00		\$ 47.00	Each	Local Government Act 2009	Commercial
CEM088	Double Marker (concrete)	Y		\$ 76.00		\$ 80.00	Each	Local Government Act 2009	Commercial
CEM	South Rockhampton Cemetery (NO NEW BURIALS)								
CEM	Monument Fees Only								
CEM089	For permission to install approved memorial on gravesite (not exceeding 1.8 metres)	Y		\$ 332.00		\$ 150.00	Each	Local Government Act 2009	Commercial
CEM	Rockhampton Memorial Gardens								
CEM090	Grave Site	Y		NA		NA	Per site	Local Government Act 2009	Commercial
CEM091	Baby's Grave (Max size: 800mm)	Y		\$ 704.00		\$ 739.00	Per site	Local Government Act 2009	Commercial
CEM092	Interment	Y		\$ 1,353.00		\$ 1,421.00	Per interment	Local Government Act 2009	Commercial
CEM093	Interment (Child U10)	Y		\$ 963.00		\$ 1,011.00	Per interment	Local Government Act 2009	Commercial
CEM094	Interment (Baby in baby's grave only)	Y		\$ 963.00		\$ 1,011.00	Per interment	Local Government Act 2009	Commercial
CEM095	Interment of Ashes in Crypt	Y		\$ 963.00		\$ 1,011.00	Per interment	Local Government Act 2009	Commercial
CEM096	Standard Plaque - 7 lines (150mm X 130mm) (Compulsory)	Y		\$ 226.00		\$ 237.00	Each	Local Government Act 2009	Commercial
CEM097	Late fee for ALL services (services include interment/ashes/chapel/refreshments) - not completed by 4.00pm Monday - Friday	Y		\$ 421.00		\$ 442.00	Each	Local Government Act 2009	Commercial
CEM098	Saturday Burial (Extra)	Y		\$ 1,085.00		\$ 1,139.00	Additional fee	Local Government Act 2009	Commercial
CEM099	Sunday/Public Holiday Burial (Extra)	Y		\$ 1,321.00		\$ 1,387.00	Additional fee	Local Government Act 2009	Commercial
CEM	Exhumations								
CEM100	Exhumation - Application Fee	Y		\$ 1,730.00		\$ 1,817.00	Each	Local Government Act 2009	Commercial
CEM101	Exhumation Fee	Y		\$ 2,936.00		\$ 3,083.00	Each	Local Government Act 2009	Commercial
CEM	Miscellaneous Fees								
CEM102	Photos/Recess for plaque (Ceramic)	Y		\$ 211.00		\$ 221.00	Each	Local Government Act 2009	Commercial
CEM103	Photos/Recess for plaque(Plana Ceramic)	Y		\$ 298.00		\$ 312.00	Each	Local Government Act 2009	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
CEM104	Photos - other sizes	Y		POA		POA	Each	Local Government Act 2009	Commercial
CEM105	Additional lines on standard plaque	Y		\$ 35.00		\$ 37.00	Each	Local Government Act 2009	Commercial
CEM106	Standard large plaque - 6 lines (380mm x 220mm)	Y		\$ 357.00		\$ 375.00	Each	Local Government Act 2009	Commercial
CEM107	Additional lines on standard large plaque	Y		\$ 37.00		\$ 39.00	Each	Local Government Act 2009	Commercial
CEM108	Alternative Border Standard Plaque	Y		\$ 37.00		\$ 39.00	Each	Local Government Act 2009	Commercial
CEM109	Alternative Border Standard Large Plaque	Y		\$ 57.00		\$ 60.00	Each	Local Government Act 2009	Commercial
CEM110	Emblem on plaque	Y		\$ 71.00		\$ 75.00	Each	Local Government Act 2009	Commercial
CEM111	Bronze vase attached to plaque (Niche wall)	Y		\$ 97.00		\$ 102.00	Each	Local Government Act 2009	Commercial
CEM112	Chrome Vase (Niche wall)	Y		\$ 18.00		\$ 19.00	Each	Local Government Act 2009	Commercial
CEM113	Perpetual Bronze flower	Y		\$ 136.00		\$ 143.00	Each	Local Government Act 2009	Commercial
CEM114	Bronze Flower Vase Single Stem	Y		\$ 64.00		\$ 67.00	Each	Local Government Act 2009	Commercial
CEM	Memorials / Ashes Markers								
CEM115	Single Marker (Granite)	Y		\$ 323.00		\$ 339.00	Each	Local Government Act 2009	Commercial
CEM116	Double Marker (Granite)	Y		\$ 525.00		\$ 551.00	Each	Local Government Act 2009	Commercial
CEM117	Family Plot Marker (Granite)	Y		\$ 1,062.00		\$ 1,115.00	Each	Local Government Act 2009	Commercial
CEM118	Memorial Block	Y		\$ 899.00		\$ 944.00	Each	Local Government Act 2009	Commercial
CEM119	Babies Memorial Block	Y		\$ 420.00		\$ 441.00	Each	Local Government Act 2009	Commercial
CEM	Fee for Ashes in Gardens/Columbarium								
CEM	Single Plots in any garden or edge:								
CEM120	Plots	Y		\$ 335.00		\$ 352.00	Each	Local Government Act 2009	Commercial
CEM121	Interments	Y		\$ 311.00		\$ 327.00	Per interment	Local Government Act 2009	Commercial
CEM122	Marker (Garden Only)	Y		\$ 323.00		\$ 339.00	Each	Local Government Act 2009	Commercial
CEM123	Plaques (max 7 lines)	Y		\$ 226.00		\$ 237.00	Each	Local Government Act 2009	Commercial
CEM	Double Plots in any garden or edge:								
CEM124	Plots	Y		\$ 600.00		\$ 630.00	Each	Local Government Act 2009	Commercial
CEM125	Interment	Y		\$ 311.00		\$ 327.00	Per interment	Local Government Act 2009	Commercial
CEM126	Marker	Y		\$ 525.00		\$ 551.00	Each	Local Government Act 2009	Commercial
CEM127	Plaques (150 x 130mm) (max 7 lines etc.)	Y		\$ 226.00		\$ 237.00	Each	Local Government Act 2009	Commercial
CEM	Family Plots								
CEM128	Plots	Y		\$ 681.00		\$ 715.00	Each	Local Government Act 2009	Commercial
CEM129	Interment	Y		\$ 311.00		\$ 327.00	Per interment	Local Government Act 2009	Commercial
CEM130	Marker	Y		\$ 1,062.00		\$ 1,115.00	Each	Local Government Act 2009	Commercial
CEM131	Plaques (150 x 130mm) (max 7 lines etc.)	Y		\$ 226.00		\$ 237.00	Each	Local Government Act 2009	Commercial
CEM	Niche Wall Alcove								
CEM132	Niche	Y		\$ 324.00		\$ 340.00	Per niche	Local Government Act 2009	Commercial
CEM133	Plaque (170 x 150cm)	Y		\$ 226.00		\$ 237.00	Each	Local Government Act 2009	Commercial
CEM134	Interment	Y		\$ 311.00		\$ 327.00	Per interment	Local Government Act 2009	Commercial
CEM	Memorialisation								
CEM135	Seats - Donated (Inc. plaque)	Y		\$ 3,056.00		\$ 3,209.00	Each	Local Government Act 2009	Commercial
CEM136	Small Vases (all gardens) installed by Gardens Staff (Extra)	Y		\$ 22.00		\$ 23.00	Each	Local Government Act 2009	Commercial
CEM137	Large Vases (family ashes plots only) installed by Gardens Staff (Extra)	Y		\$ 34.00		\$ 36.00	Each	Local Government Act 2009	Commercial



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
CEM	Miscellaneous Services								
CEM	Chapel/Refreshment Area - Memorial Gardens								
CEM138	Chapel + Refreshment use (Maximum 2 hours Refreshment)	Y		\$ 112.00		\$ 118.00	Per service	Local Government Act 2009	Commercial
CEM139	Chapel (Maximum 2 hours) (no refreshments)	Y		\$ 81.00		\$ 85.00	Per service	Local Government Act 2009	Commercial
CEM140	Refreshment per hour after	Y		\$ 72.00		\$ 76.00	Per service	Local Government Act 2009	Commercial
CEM141	Services Saturday Fee Extra	Y		\$ 423.00		\$ 444.00	Per service	Local Government Act 2009	Commercial
CEM142	Services Sunday Fee Extra	Y		\$ 583.00		\$ 612.00	Per service	Local Government Act 2009	Commercial
CEM143	Standard Garden Setting Funeral Service set up (includes marquee and 30 chairs)	Y		\$ 112.00		\$ 118.00	Per service	Local Government Act 2009	Commercial
CEM144	Standard Garden Setting Funeral Service set up with additional marquees and chairs	Y		\$ 203.00		\$ 213.00	Per service	Local Government Act 2009	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Civil Operations									
CIV	Rural Addressing								
CIV001	Rural Address Numbers			Nil		Nil			
CIV002	Note: Council supplies and erects the initial rural address number at the property. The property owner is then responsible for maintenance, and where necessary, replacement of the number to the same standard.								
CIV003	Additional or Replacement Rural Address Numbers (Self-installation)	Y		\$ 110.00		\$ 114.00		Local Government Act 2009	Commercial
CIV	Gates and Grids Compliance (LL1 / SLL1.17)								
CIV004	Inspection Fee	Y		\$ 100.00		\$ 104.00	Per inspection	Local Government Act 2009	Commercial
CIV005	Public Notice Installation and maintenance	Y		\$ 120.00		\$ 125.00	Per notice	Local Government Act 2009	Commercial
CIV006	Private Works Quote	Y		By Quotation		By Quotation		Local Government Act 2009	Commercial
CIV	Gates and Grids Signage Maintenance								
CIV007	Gate Sign	Y		Private Works Quote		Private Works Quote		Local Government Act 2009	Commercial
CIV008	2 advance warning signs, 4 hazard markers, and all posts and brackets	Y		Private Works Quote		Private Works Quote		Local Government Act 2009	Commercial
CIV009	4 hazard markers, and all posts and brackets	Y		Private Works Quote		Private Works Quote		Local Government Act 2009	Commercial
CIV	Notes: 1. Installation not included. 2. Fittings, and therefore cost, may be reduced, depending on construction materials for grids.								
CIV	Roadworks/Drainage								
CIV010	Plans all sizes	Y		\$ 100.00		\$ 104.00	Each	Local Government Act 2009	Commercial
CIV	Road Reserve Works Permit Application								
CIV	(for works which are not part of a subdivision)								
CIV011	Residential Driveway / Vehicle Access - application only for the construction of a vehicle access to a single lot (and has an estimated approved cost of works of \$30,000 or less).	N		\$ 220.00		\$ 229.00	Each	Subordinate Local Law No. 1.01 (Alteration or Improvement to Local Government Controlled Areas & Roads) 2011	Local Government Act 2009 Part 2, s97(2)(a)
CIV012	Commercial Driveway/Vehicle Access - application only for the construction of a vehicle access to a single lot (and has an estimated approved cost of works of \$30,000 or less).	N		\$ 220.00		\$ 229.00	Each	Subordinate Local Law No. 1.01 (Alteration or Improvement to Local Government Controlled Areas & Roads) 2011	Local Government Act 2009 Part 2, s97(2)(a)
CIV013	Residential Property Stormwater Connection. (Application only, and has an estimated approved cost of works of \$30,000 or less)	N		\$ 220.00		\$ 229.00	Each	Subordinate Local Law No. 1.01 (Alteration or Improvement to Local Government Controlled Areas & Roads) 2011	Local Government Act 2009 Part 2, s97(2)(a)
CIV014	Commercial Property Stormwater Connection. (Application only, and has an estimated approved cost of works of \$30,000 or less)	N		\$ 220.00		\$ 229.00	Each	Subordinate Local Law No. 1.01 (Alteration or Improvement to Local Government Controlled Areas & Roads) 2011	Local Government Act 2009 Part 2, s97(2)(a)
CIV015	Private Water Pipeline (Application only, and has an estimated approved cost of works of \$30,000 or less)	N		\$ 220.00		\$ 229.00	Each	Subordinate Local Law No. 1.01 (Alteration or Improvement to Local Government Controlled Areas & Roads) 2011	Local Government Act 2009 Part 2, s97(2)(a)
CIV016	Temporary or Permanent Erection or Installation of a Structure (E.g. Retaining wall, steps, building, fencing and barricading) (Application only, and has an estimated approved cost of works of \$30,000 or less)	N		\$ 220.00		\$ 229.00	Each	Subordinate Local Law No. 1.01 (Alteration or Improvement to Local Government Controlled Areas & Roads) 2011	Local Government Act 2009 Part 2, s97(2)(a)
CIV017	Temporary Road and/or Footpath Closures (partial or full) (Application only, and has an estimated approved cost of works of \$30,000 or less)	N		\$ 220.00		\$ 229.00	Each	Subordinate Local Law 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011	Local Government Act 2009 Part 2, s97(2)(a)
CIV018	Other (Application only, and has an estimated approved cost of works of \$30,000 or less)	N		Private Works Quote		Private Works Quote		Subordinate Local Law 1.01 (Alteration or Improvement to Local Government Controlled Areas & Roads) 2011 Subordinate Local Law 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011	Local Government Act 2009 Part 2, s97(2)(a)
CIV019	Works in Road Reserve (for works not covered by a Development Permit for Operational Works and have an estimated approved cost of works greater than \$30,000) Note: Fees are calculated from the approved estimated cost of works within the road reserve, including roadworks, stormwater, water supply, sewerage and any other ancillary work.	N	\$500 + Plus 1.5% of value of work over \$30,000	As assessed	\$500 + Plus 1.5% of value of work over \$30,000	As assessed	Minimum	Subordinate Local Law 1.01 (Alteration or Improvement to Local Government Controlled Areas & Roads) 2011 Subordinate Local Law 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011	Local Government Act 2009 Part 2, s97(2)(a)

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
CIV020	Grazing - Short Term (i.e. less than 3 months)	N		\$ 220.00		\$ 229.00	Each	Subordinate Local Law 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011	Local Government Act 2009 Part 2, s97(2)(a)
CIV021	Driveway/Vehicle Access - Supply and installation of concrete crossovers.	Y		Private Works Quote		Private Works Quote	Each	Local Government Act 2009	Commercial
CIV	Regulatory Documents/Studies/Infrastructure Models								
CIV022	Infrastructure Model Access Fee	Y		\$ 700.00		\$ 728.00		Local Government Act 2009	Commercial
CIV	Miscellaneous Signage								
CIV023	Directional Signage	Y		Private Works Quote		Private Works Quote		Local Government Act 2009	Commercial
CIV	Impounded Vehicles								
CIV024	Administration fee	N		\$ 372.00		\$ 387.00		Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, s97(2)(d)
CIV025	Auctioneer fee	Y		As Charged by appointed storage/ auction compound		As Charged by appointed storage/ auction compound		Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, s97(2)(d)
CIV026	Public Notification of abandoned vehicles going to auction on Council's Website	N		\$ 55.00		\$ 57.00		Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, s97(2)(d)
CIV027	Towing Service Fee	Y		As charged by towing service		As charged by towing service		Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, s97(2)(d)
CIV028	Daily Storage fee	Y		As charged by appointed storage/ auction compound		As charged by appointed storage/ auction compound		Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, s97(2)(d)
CIV029	Notices Issued by Council (Vehicle Impounding Notice)	N		\$ 120.00		\$ 125.00	Per notice	Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, s97(2)(d)
CIV030	Inspection by Local Laws Officer	N		\$ 150.00		\$ 156.00	Per inspection	Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, s97(2)(d)
CIV	Commercial use of Council managed public marine facilities								
CIV031	Short-term application fee - for a period no longer than 1 month	N				\$ 40.00	Per application	Local Law1 (Administration) 2011 Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011.	Local Government Act 2009 Part 2, s97(2)(a)
CIV032	Application fee - for a period longer than 1 month	N				\$ 480.00	Per application	Local Law1 (Administration) 2011 Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011.	Local Government Act 2009 Part 2, s97(2)(a)
CIV033	Annual renewal fee	N				\$ 400.00	Per application	Local Law1 (Administration) 2011 Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011.	Local Government Act 2009 Part 2, s97(2)(a)



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Commercial	2023/2024 (incl GST) Community	2024/2025 (incl GST) Commercial	2024/2025 (incl GST) Community	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Community Venues									
COM	Gracemere Community Centre								
COM	Hall								
COM001	Maximum 8 hours (hourly rate applies for additional hours) (1 free hour allowed for bump-in / bump out)	Y	\$ 330.00	\$ 148.00	\$ 347.00	\$ 155.00	Per day	Local Government Act 2009	Commercial
COM002	Hourly rate - max 4 hours (1 free hour allowed for bump-in / bump out)	Y	\$ 44.60	\$ 25.40	\$ 50.00	\$ 27.00	Per hour	Local Government Act 2009	Commercial
COM003	Day and night	Y	\$ 418.00	\$ 168.00	\$ 439.00	\$ 176.00	Per day/night	Local Government Act 2009	Commercial
COM006	Security deposit - refundable if facility left in clean and tidy state, no damages, building secured	N	\$ 1,200.00	\$ 300.00	\$ 1,250.00	\$ 320.00	Per booking	Local Government Act 2009	Commercial
COM007	Training Rooms (per room)	Y	\$ 37.00	\$ 19.00	\$ 40.00	\$ 20.00	Per hour	Local Government Act 2009	Commercial
COM008	Seniors Group - meetings only	Y	\$ 10.00	As Assessed	\$ 11.00	As Assessed	Per hour	Local Government Act 2009	Commercial
COM	*Seniors Groups entitled to 12 free bookings per year for regular meetings (Either Hall or Meeting Room)								
COM009	Cleaning fee (per hour) - if room not left clean and tidy	Y	\$ 61.20	\$ 61.20	\$ 60.00	\$ 60.00	Per hour	Local Government Act 2009	Commercial
COM	Mt Morgan School of Arts								
COM010	Maximum 8 hours (hourly rate applies for additional hours) (1 free hour allowed for bump-in / bump out)	Y	\$ 124.00	\$ 71.00	\$ 130.00	\$ 75.00	Per day	Local Government Act 2009	Commercial
COM011	Hourly rate - max 4 hours (1 free hour allowed for bump-in / bump out)	Y	\$ 22.00	\$ 12.00	\$ 25.00	\$ 13.00	Per hour	Local Government Act 2009	Commercial
COM012	Seniors Group - meetings only	Y	\$ 7.50		\$ 8.00		Per hour	Local Government Act 2009	Commercial
COM013	Day and night	Y	\$ 155.00	\$ 90.00	\$ 160.00	\$ 95.00	Per day/night	Local Government Act 2009	Commercial
COM014	Security deposit - refundable if facility left in clean and tidy state, no damages, building secured	N	\$ 1,200.00	\$ 300.00	\$ 1,250.00	\$ 320.00	Per day/night	Local Government Act 2009	Commercial
COM015	*Seniors Groups entitled to 12 free bookings per year for regular meetings (Either Hall or Meeting Room)								
COM016	Cleaning fee (per hour) - if room not left clean and tidy	Y			\$ 60.00	\$ 60.00	Per hour	Local Government Act 2009	Commercial
COM	Callungal Youth Centre (Green Shed)								
COM	Hire of Centre (max 4 hours). Centre not available for hire to individuals for parties								
COM017	Government Funded agencies and programs	Y	\$ 29.00		\$ 40.00		Per booking	Local Government Act 2009	Commercial
COM018	Not for Profit Community Organisation	Y		\$ 19.00		\$ 30.00	Per booking	Local Government Act 2009	Commercial
COM019	Please note: All fees subject to the facility being left in a clean and tidy state after use, with any costs of additional cleaning required after a hire being passed onto the hirer.								
COM	*Seniors Groups entitled to 12 free bookings per year for regular meetings (Either Hall or Meeting Room)								
COM020	Cleaning fee (per hour) - if room not left clean and tidy	Y			\$ 60.00	\$ 60.00	Per hour	Local Government Act 2009	Commercial
COM	Bauhinia House								
COM021	Maximum 8 hours, additional hours at hourly rate (1 free hour allowed for bump-in / bump out)	Y	\$ 553.00	\$ 292.00	\$ 581.00	\$ 305.00	Per day	Local Government Act 2009	Commercial
COM022	Hourly rate (maximum 4 hours) - all hires per hour	Y	\$ 52.00	\$ 52.00	\$ 55.00	\$ 55.00	Per hour	Local Government Act 2009	Commercial
COM023	Security deposit - refundable if facility left in clean and tidy state, no damages, building secured	N	\$ 1,200.00	\$ 300.00	\$ 1,250.00	\$ 320.00	Per booking	Local Government Act 2009	Commercial
COM024	Seniors Group /Regular Hirer - permanent hire agreement	Y		As per agreement		As per agreement	Per quarter	Local Government Act 2009	Commercial
COM	*Seniors Groups entitled to 12 free bookings per year for regular meetings (Either Hall or Meeting Room)								
COM025	Cleaning fee (per hour) - if room not left clean and tidy	Y			\$ 60.00	\$ 60.00	Per hour	Local Government Act 2009	Commercial
COM	Scholia Place								
COM026	Maximum 8 hours, additional hours at hourly rate (1 free hour allowed for bump-in / bump out)	Y	\$ 553.00	\$ 292.00	\$ 581.00	\$ 305.00	Per day	Local Government Act 2009	Commercial
COM027	Hourly rate (maximum 4 hours) - all hires per hour	Y	\$ 52.00	\$ -	\$ 55.00	\$ 55.00	Per hour	Local Government Act 2009	Commercial
COM028	Security deposit - refundable if facility left in clean and tidy state, no damages, building secured	N	\$ 1,200.00	\$ 300.00	\$ 1,250.00	\$ 320.00	Per booking	Local Government Act 2009	Commercial
COM029	Seniors Group /Regular Hirer - permanent hire agreement	Y		As per agreement		As per agreement	Per quarter	Local Government Act 2009	Commercial
COM	*Seniors Groups entitled to 12 free bookings per year for regular meetings (Either Hall or Meeting Room)								
COM030	Cleaning fee (per hour) - if room not left clean and tidy	Y			\$ 60.00	\$ 60.00	Per hour	Local Government Act 2009	Commercial
COM	Customs House								
COM031	All Areas - Function Room, Plating Kitchen, Balcony, Downstairs Lawn Area	Y	\$ 695.00		POA		Per day	Local Government Act 2009	Commercial
COM	Inclusions - Air conditioning, refrigerator, bar facilities, Plating Kitchen and toilet facilities								
COM032	Function Room	Y	\$ 580.00		POA		Per day	Local Government Act 2009	Commercial
COM	Inclusions - Air conditioning, refrigerator, bar facilities and toilet facilities								





Fee Number	Item name	GST Authority	2023/2024 (incl GST) Commercial	2023/2024 (incl GST) Community	2024/2025 (incl GST) Commercial	2024/2025 (incl GST) Community	Charge basis per unit (Optional)	Legislative Authority	Fee Type
COM033	Downstairs Lawn Area	Y	\$ 120.00		POA		Per day	Local Government Act 2009	Commercial
COM	Inclusions - Garden setting in front of building suitable for small celebrations								
COM034	Customs House Court Yard	Y	\$ 500.00		POA		Per day	Local Government Act 2009	Commercial
COM	Inclusions - Open are section at side and rear of Customs House								
COM035	Balcony Area	Y	\$ 120.00		POA		Per day	Local Government Act 2009	Commercial
COM	Inclusions - Exclusive use of balcony area and use of toilet facilities								
COM036	Plating Kitchen	Y	\$ 120.00		POA		Per day	Local Government Act 2009	Commercial
COM	Inclusions - Fridges, sink and bench space for preparing food NB. No warming equipment onsite)								
COM037	Not for Profit Community Organisations - Security bond - Refundable following satisfactory cleaning and inspection. May be withheld for additional cleaning and repairs	N		\$ 420.00		\$ 500.00	Per day	Local Government Act 2009	Commercial
COM038	Cleaning - Charged to the hirer if the facility requires additional cleaning following the event	Y	\$ 90.00	\$ 100.00	\$ 120.00	\$ 120.00	Per hour	Local Government Act 2009	Commercial
COM039	Commercial Organisation, Private Individual - Security bond - Refundable following satisfactory cleaning and inspection. May be withheld for additional cleaning and repairs	N	\$ 1,200.00		\$ 2,000.00		Per day	Local Government Act 2009	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Customer Service									
CSC	Temporary Entertainment Event / Public Place Activity / Community Centre / Wedding Bookings (Parks & Reserves, etc.)								
CSC001	Application Fee for Private Ceremony / Celebration (Parks & Reserves, etc.) + Community Venues + Public Place Activity	Y		\$ 35.00		\$ 45.00	Per booking	Various Local Laws	Local Government Act 2009 Part 2, Section 97(2)(e)
CSC002	Assessment Fee Temporary Entertainment Event (50% reduction for Non for Profit)	Y				\$ 100.00	Per booking	Various Local Laws	Local Government Act 2009 Part 2, Section 97(2)(e)
CSC	Local Not-for-Profit Community Organisation (LNFP) *A Community Organisation benefitting the Rockhampton Regional Council Local Government Area, and the organisation: i. has operating purposes other than to provide goods or services at a profit; ii. does not have as its principal objective the generation of profit; iii. is not an association or body of members representing entities that have the principal objective of generating a profit; iv. does not have in its governing rules, legislation, regulations or constitution, the objective of generating a profit; v. does not pay income tax; vi. is not able to transfer ownership or make distributions of surpluses to its members; and vii. receives contributions of labour or resources from members or supporters, who do not expect a commensurate pecuniary return.								
CSC	Photocopying - Black & White								
CSC003	Per Copy (A4)	Y		\$ 0.40		\$ 0.20	Each	Local Government Act 2009	Commercial
CSC004	Per Copy (A3)	Y		\$ 0.60		\$ 0.40	Each	Local Government Act 2009	Commercial
CSC	Photocopying - Colour (Where available)								
CSC005	Per Copy (A4)	Y		\$ 2.00		\$ 1.00	Each	Local Government Act 2009	Commercial
CSC006	Per Copy (A3)	Y		\$ 3.00		\$ 2.00	Each	Local Government Act 2009	Commercial
CSC007	Larger than A3 Plans (Includes A1 & A0) - per sheet up to 10 sheets	Y		\$ 7.00		\$ 7.00	Per unit	Local Government Act 2009	Commercial
CSC008	Per additional sheet	Y		\$ 5.00		\$ 5.00	Each	Local Government Act 2009	Commercial
CSC	Right to Information								
CSC009	These are set by State Government and can be found at: https://www.olic.qld.gov.au/guidelines-for-government/access-and-amendment/processing-applications/fees-and-charges	N						Right to Information Regulation 2009	Local Government Act 2009, Part 3.4 to Part 3.6
CSC	Records File Retrieval								
CSC010	Building plan retrieval and copying - Domestic	Y		\$ 78.00		\$ 81.00	Each	Local Government Act 2009	Commercial
CSC011	Building plan retrieval and copying - Commercial	Y		\$ 129.00		\$ 134.00	Each	Local Government Act 2009	Commercial
CSC012	Name and Address search fee	Y		\$ 28.00		\$ 29.00	Each	Local Government Act 2009	Commercial
CSC	Hire Charge								
CSC013	Portable Water Refill Station - Refundable Deposit/Bond fee	N		\$ 214.00		\$ 223.00	Per Loan	Local Government Act 2009	Commercial



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Development Assessment Centre including Building, Plumbing and Drainage									
DAC	Applications for Material Change of Use								
DAC	Rural Purposes								
DAC001	Animal husbandry plus site area fees	N		\$ 2,752.00		\$ 2,862.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC002	Site area up to 2 Ha	N		\$ 494.50		\$ 514.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC003	Site area from 2 Ha to 5 Ha	N		\$ 1,234.10		\$ 1,283.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC004	Site area between 5 Ha and 10 Ha	N		\$ 2,416.75		\$ 2,518.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC005	Site area over 10 Ha	N		POA		POA	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC006	Animal keeping plus cost per no. of animals	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC007	1-10 animals	N		\$ 247.25		\$ 257.00	Per 10 animal capacity or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC008	11-20 animals	N		\$ 494.50		\$ 514.00	Per 10 animal capacity or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC009	21-30 animals	N		\$ 740.88		\$ 770.00	Per 10 animal capacity or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC010	Over 30 animals	N		POA		POA	Per 10 animal capacity or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC011	Aquaculture plus site area fees	N		\$ 2,265.03		\$ 2,356.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC012	Site area up to 2 Ha	N		\$ 494.50		\$ 514.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC013	Site area between 2 Ha and 5 Ha	N		\$ 1,234.10		\$ 1,283.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC014	Site area between 5 Ha and 10 Ha	N		\$ 2,469.28		\$ 2,568.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC015	Site area over 10 Ha	N		POA		POA	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC016	Intensive horticulture plus site area fees	N		\$ 2,265.03		\$ 2,356.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC017	Site area up to 2 Ha	N		\$ 494.50		\$ 514.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC018	Site area between 2 Ha and 5 Ha	N		\$ 1,234.10		\$ 1,283.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC019	Site area between 5 Ha and 10 Ha	N		\$ 2,469.28		\$ 2,568.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC020	Site area over 10 Ha	N		POA		POA	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC021	Rural industry/cropping plus site area fees	N		\$ 2,265.03		\$ 2,356.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC022	Site area up to 2 Ha	N		\$ 494.50		\$ 514.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC023	Site area between 2 Ha and 5 Ha	N		\$ 1,234.10		\$ 1,283.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC024	Site area between 5 Ha and 10 Ha	N		\$ 2,469.28		\$ 2,568.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC025	Site area over 10 Ha	N		POA		POA	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC026	Roadside stall	N		\$ 384.85		\$ 400.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC027	Rural workers' accommodation	N		\$ 2,265.03		\$ 2,356.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC028	Winery plus site area fees	N		\$ 2,265.03		\$ 2,356.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC029	Site area up to 2 Ha	N		\$ 494.50		\$ 514.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC030	Site area between 2 Ha and 5 Ha	N		\$ 1,234.10		\$ 1,283.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC031	Site area between 5 Ha and 10 Ha	N		\$ 2,469.28		\$ 2,568.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC032	Site area over 10 Ha	N		POA		POA	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC033	Permanent plantation plus site area	N		\$ 2,265.03		\$ 2,356.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC034	Site area up to 2 Ha	N		\$ 494.50		\$ 514.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC035	Site area between 2 Ha and 5 Ha	N		\$ 1,234.10		\$ 1,283.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC036	Site area between 5 Ha and 10 Ha	N		\$ 2,469.28		\$ 2,568.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC037	Site area over 10 Ha	N		POA		POA	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC038	Intensive Animal Industry	N		\$ 4,263.45		\$ 4,434.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC	Residential Purposes								
DAC039	Short-term accommodation/Rooming accommodation plus cost per unit	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC040	Cost per unit	N		\$ 520.30		\$ 541.00	Per unit	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC041	Retirement facility /residential care facility plus cost per unit/room	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC042	Cost per unit/room	N		\$ 520.30		\$ 541.00	Per untagged care room	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC043	Relocatable home park plus cost per dwelling	N		\$ 2,266.00		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC044	Cost per dwelling	N		\$ 247.00		\$ 257.00	Per dwelling	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC045	Tourist park plus cost per cabin, van or tent site	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC046	Cost per cabin site	N		\$ 247.25		\$ 257.00	Per cabin site	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC047	Cost per van or tent site	N		\$ 50.53		\$ 53.00	Per van or tent site	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC048	Caretaker's accommodation	N		\$ 1,172.83		\$ 1,220.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC049	Non-resident workforce accommodation plus cost per no. of people accommodated	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC050	1 to 50 persons accommodated	N		\$ 5,203.00		\$ 5,411.00	Per five persons accommodated or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC051	50 to 100 persons accommodated	N		\$ 10,404.93		\$ 10,821.00	Per five persons accommodated or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
DAC052	Over 100 persons accommodated	N		POA		POA	Per five persons accommodated or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC053	Dual occupancy	N		\$ 3,436.78		\$ 3,574.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC054	Dwelling house/Dwelling unit	N		\$ 1,191.10		\$ 1,239.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC055	Home-based business	N		\$ 1,191.10		\$ 1,239.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC056	Nature-based tourism/Outstation plus cost per cabin, van or tent site	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC057	Cost per cabin site	N		\$ 247.25		\$ 257.00	Per cabin	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC058	Cost per van or tent site	N		\$ 51.00		\$ 53.00	Per van or tent site	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC059	Community residence	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC060	Multiple dwelling plus per unit cost	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC061	One to five units	N		\$ 2,602.58		\$ 2,707.00	Per unit	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC062	Six to ten units	N		\$ 5,203.00		\$ 5,411.00	Per unit	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC063	Eleven to fifteen units	N		\$ 7,803.43		\$ 8,116.00	Per unit	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC064	Over fifteen units	N		POA		POA	Per unit	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC	Commercial Purposes								
DAC065	Parking station plus cost per space	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC066	Cost per space	N		\$ 32.25		\$ 34.00	Per space	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC067	Car wash	N		\$ 3,436.78		\$ 3,574.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC068	Theatre	N		\$ 3,436.78		\$ 3,574.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC069	Office/Sales office plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC070	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC071	From 251 to 500 square metres GFA	N		\$ 2,601.50		\$ 2,706.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC072	From 501 to 750 square metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC073	From 751 to 1000 square metres GFA	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC074	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC075	Food and drink outlet plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC076	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC077	From 251 to 500 square metres GFA	N		\$ 2,601.50		\$ 2,706.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC078	From 501 to 750 square metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC079	From 751 to 1000 square metres GFA	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC080	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC081	Funeral parlour plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC082	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC083	From 251 to 500 square metres GFA	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC084	From 501 to 750 metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC085	From 751 to 1000 square metres GFA	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC086	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC087	Garden centre plus site area fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC088	Site area up to 250 square metres	N		\$ 740.68		\$ 770.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
DAC089	Site area 251 to 500 square metres	N		\$ 1,234.10		\$ 1,283.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC090	Site area 501 to 750 metres	N		\$ 1,973.70		\$ 2,053.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC091	Site area 751 to 1000 square metres	N		\$ 2,469.28		\$ 2,568.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC092	Site area over 1001 square metres	N		POA		POA	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC093	Hotel/Bar plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC094	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC095	From 251 to 500 square metres GFA	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC096	From 501 to 750 square metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC097	From 751 to 1000 square metres GFA	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC098	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC099	Shopping centre plus GFA	N		\$ 9,389.05		\$ 9,765.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC100	Up to 5000 square metres GFA	N		\$ 26,015.00		\$ 27,056.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC101	From 5001 to 10000 square metres GFA	N		\$ 52,031.08		\$ 54,112.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC102	From 10001 to 15000 square metres GFA	N		\$ 78,046.08		\$ 81,168.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC103	Over 15000 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC104	Market	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC105	Health care services plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC106	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC107	From 251 to 500 square metres GFA	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC108	From 501 to 750 square metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC109	From 751 to 1000 square metres GFA	N		\$ 5,204.08		\$ 5,412.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC110	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC111	Motor sport facility plus site area fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC112	Site area up to 2 Ha	N		\$ 484.50		\$ 514.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC113	Site area between 2 Ha and 5 Ha	N		\$ 1,234.10		\$ 1,283.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC114	Site area between 5 Ha and 10 Ha	N		\$ 2,469.28		\$ 2,568.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC115	Site area over 10 Ha	N		POA		POA	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC116	Nightclub Entertainment Facility plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC117	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC118	From 251 to 500 square metres GFA	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC119	From 501 to 750 square metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC120	From 751 to 1000 square metres GFA	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC121	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC122	Agricultural supplies store plus site area fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC123	Site area up to 250 square metres	N		\$ 740.68		\$ 770.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC124	Site area from 251 to 500 square metres	N		\$ 1,234.10		\$ 1,283.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
DAC125	Site area from 501 to 750 square metres	N		\$ 1,973.70		\$ 2,053.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC126	Site area from 751 to 1000 square metres	N		\$ 2,469.28		\$ 2,568.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC127	Site area over 1001 square metres	N		POA		POA	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC128	Showroom plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC129	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC130	From 251 to 500 square metres GFA	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC131	From 501 to 750 square metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC132	From 751 to 1000 square metres GFA	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC133	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC134	Outdoor sales plus site area fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC135	Site area up to 250 square metres	N		\$ 740.68		\$ 770.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC136	Site area from 251 to 500 square metres	N		\$ 1,234.10		\$ 1,283.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC137	Site area from 501 to 750 square metres	N		\$ 1,973.70		\$ 2,053.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC138	Site area from 751 to 1000 square metres	N		\$ 2,469.28		\$ 2,568.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC139	Site area over 1001 square metres	N		POA		POA	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC140	Service Station plus site area fees	N		\$ 4,377.40		\$ 4,552.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC141	Area fee capped for up to 5,000 square metres	N		\$ 12,659.20		\$ 13,166.00	Capped fee for area	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC142	Area fee capped for up to one hectare	N		\$ 18,989.88		\$ 19,749.00	Capped fee for area	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC143	Area fee capped for up to five hectares	N		\$ 25,319.48		\$ 26,332.00	Capped fee for area	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC144	Shop/Adult store plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC145	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC146	From 251 to 500 square metres GFA	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC147	From 501 to 750 square metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC148	From 751 to 1000 square metres GFA	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC149	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC150	Tourist attraction plus GFA	N		\$ 3,301.33		\$ 3,433.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC151	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC152	From 251 to 500 square metres GFA	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC153	From 501 to 750 square metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC154	From 751 to 1000 square metres GFA	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC155	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC156	Hardware and trade supplies plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC157	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC158	From 251 to 500 square metres GFA	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC159	From 501 to 750 square metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC160	From 750 to 1000 square metres GFA	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC161	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC162	Veterinary services plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC163	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC164	From 251 to 500 square metres GFA	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC165	From 501 to 750 square metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC166	From 751 to 1000 square metres GFA	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC167	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC	Industrial Purposes								
DAC168	Brothel	N		\$ 5,167.53		\$ 5,374.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC169	Bulk landscape supplies /Wholesale nursery plus site area fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC170	Site area up to 250 square metres	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC171	Site area from 251 to 500 square metres	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC172	Site area from 501 to 750 square metres	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC173	Site area from 750 to 1000 square metres	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC174	Site area over 1001 square metres	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC175	Environment facility plus site area fees	N		\$ 4,377.40		\$ 4,552.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC176	Site area up to 250 square metres	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC177	Site area from 251 to 500 square metres	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC178	Site area from 501 to 750 square metres	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC179	Site area from 750 to 1000 square metres	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
DAC180	Site area over 1001 square metres	N		POA		POA	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC181	Extractive industry plus site area fees to a maximum fee of \$20,000.00	N		\$ 4,377.40		\$ 4,552.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC182	Per hectare of site area	N		\$ 3,128.25		\$ 3,253.00	Per Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC183	Research and technology industry plus site area fees	N		\$ 3,275.53		\$ 3,407.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC184	Site area up to 250 square metres	N		\$ 740.68		\$ 770.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC185	Site area from 251 to 500 square metres	N		\$ 1,234.10		\$ 1,283.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC186	Site area from 501 to 750 square metres	N		\$ 1,973.70		\$ 2,053.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC187	Site area from 751 to 1000 square metres	N		\$ 2,469.28		\$ 2,568.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC188	Site area over 1001 square metres	N		POA		POA	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC189	High impact industry plus site area fees	N		\$ 4,377.40		\$ 4,552.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC190	Site area up to 1Ha	N		\$ 4,163.48		\$ 4,330.00	Per Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC191	Site area 1Ha to 2Ha	N		\$ 5,203.00		\$ 5,411.00	Per Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC192	Site area over 2Ha	N		POA		POA	Per Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC193	Low impact industry plus site area fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC194	Site area up to 5000 square metres	N		\$ 740.68		\$ 770.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC196	Site area from 5000 square metres to 1 Ha	N		\$ 1,234.10		\$ 1,283.00	Per 1 Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC196	Site area from 1Ha to 2 Ha	N		\$ 1,973.70		\$ 2,053.00	Per Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC197	Site area from 2Ha to 3Ha	N		\$ 2,469.28		\$ 2,568.00	Per Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC198	Site area over 3 Ha	N		POA		POA	Per hectare site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC199	Service industry plus site area fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC200	Site area up to 250 square metres	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC201	Site area from 251 to 500 square metres	N		\$ 2,802.58		\$ 2,707.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC202	Site area from 501 to 750 square metres	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC203	Site area from 751 to 1000 square metres	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC204	Site area over 1001 square metres	N		POA		POA	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC205	Special industry plus site area fees	N		\$ 4,377.40		\$ 4,552.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC206	Site area up to 1Ha	N		\$ 4,163.00		\$ 4,330.00	Per 100 square metres GFA Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC207	Site area 1Ha to 2Ha	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC208	Site area over 2Ha	N		POA		POA	Per 100 square metres GFA Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC209	Medium impact industry plus site area fees	N		\$ 3,301.33		\$ 3,433.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC210	Site area up to 5000 square metres	N		\$ 740.68		\$ 770.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC211	Site area from 5000 square metres to 1Ha	N		\$ 1,234.10		\$ 1,283.00	Per 1 Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC212	Site area from 1Ha to 2 Ha	N		\$ 1,973.70		\$ 2,053.00	Per Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC213	Site area from 2Ha to 3Ha	N		\$ 2,469.28		\$ 2,568.00	Per Ha site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC214	Site area over 3Ha	N		POA		POA	Per hectare site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC215	Marine industry plus site area fees	N		\$ 3,301.33		\$ 3,433.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC216	Site area up to 250 square metres	N		\$ 740.68		\$ 770.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC217	Site area from 251 to 500 square metres	N		\$ 1,234.10		\$ 1,283.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC218	Site area from 501 to 750 square metres	N		\$ 1,973.70		\$ 2,053.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC219	Site area from 751 to 1000 square metres	N		\$ 2,469.28		\$ 2,568.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC220	Site area over 1001 square metres	N		POA		POA	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC221	Transport depot plus site area fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC222	Site area up to 250 square metres	N		\$ 740.68		\$ 770.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC223	Site area from 251 to 500 square metres	N		\$ 1,234.10		\$ 1,283.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC224	Site area from 501 to 750 square metres	N		\$ 1,973.70		\$ 2,053.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
DAC225	Site area from 751 to 1000 square metres	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC226	Site area over 1001 square metres	N		POA		POA	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC227	Air service plus site area fees	N		\$ 3,301.33		\$ 3,433.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC228	Site area up to 250 square metres	N		\$ 740.68		\$ 770.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC229	Site area from 251 to 500 square metres	N		\$ 1,234.10		\$ 1,283.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC230	Site area from 501 to 750 square metres	N		\$ 1,973.70		\$ 2,053.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC231	Site area from 751 to 1000 square metres	N		\$ 2,469.28		\$ 2,568.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC232	Site area over 1001 square metres	N		POA		POA	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC233	Warehouse plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC234	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC235	From 251 to 500 square metres GFA	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC236	From 501 to 750 square metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC237	From 751 to 1000 square metres GFA	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC238	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC	Other Purposes								
DAC239	Child care centre plus no. of children accommodated fees	N		\$ 2,752.00		\$ 2,862.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC240	Cost Per 10 children accommodated or part thereof	N		\$ 536.43		\$ 558.00	Per 10 children accommodated or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC241	Community use /Community care centre plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC242	Up to 250 square metres GFA	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC243	From 251 to 500 square metres GFA	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC244	From 501 to 750 square metres GFA	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC245	From 751 to 1000 square metres GFA	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC246	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC247	Demolition	N		\$ 1,173.90		\$ 1,221.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC248	Detention facility plus site area fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC249	Site area up to 250 square metres	N		\$ 1,560.90		\$ 1,623.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC250	Site area from 251 to 500 square metres	N		\$ 2,602.58		\$ 2,707.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC251	Site area from 501 to 750 square metres	N		\$ 4,163.48		\$ 4,330.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC252	Site area from 751 to 1000 square metres	N		\$ 5,203.00		\$ 5,411.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC253	Site area over 1001 square metres	N		POA		POA	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC254	Indoor sport and recreation/Club plus GFA	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC255	Up to 250 square metres GFA	N		\$ 740.68		\$ 770.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC256	From 251 to 500 square metres GFA	N		\$ 1,234.10		\$ 1,283.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC257	From 501 to 750 square metres GFA	N		\$ 1,973.70		\$ 2,053.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC258	From 751 to 1000 square metres GFA	N		\$ 2,469.28		\$ 2,568.00	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC259	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC260	Utility installation/Substation	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC261	Function facility plus GFA	N		\$ 2,752.00		\$ 2,862.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC262	Up to 250 square metres GFA	N		\$ 740.68		\$ 770.00	Per 100 square metres of GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC263	From 251 to 500 square metres GFA	N		\$ 1,234.10		\$ 1,283.00	Per 100 square metres of GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC264	From 501 to 750 square metres GFA	N		\$ 1,985.53		\$ 2,065.00	Per 100 square metres of GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC265	From 751 to 1000 square metres GFA	N		\$ 2,469.28		\$ 2,568.00	Per 100 square metres of GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC266	Over 1001 square metres GFA	N		POA		POA	Per 100 square metres of GFA or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC267	Major sport, recreation and entertainment facility/ Tourist attraction	N	Sum of individual components	As assessed	Sum of individual components	As assessed	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC268	Major electricity infrastructure (excl. Telecommunication facilities)	N		\$ 3,444.30		\$ 3,582.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC269	Renewable energy facility plus site area fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC270	Site area up to 5 Ha	N		\$ 1,560.90		\$ 1,623.00	Per hectare of used site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC271	Site area from 5Ha to 10Ha	N		\$ 2,602.58		\$ 2,707.00	Per hectare of used site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC272	Site area from 11Ha and 20Ha	N		\$ 4,163.48		\$ 4,330.00	Per hectare of used site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC273	Site area from 20Ha to 30Ha	N		\$ 5,203.00		\$ 5,411.00	Per hectare of used site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC274	Site area over 20Ha	N		POA		POA	Per hectare of used site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC275	Outdoor sport and recreation plus site area fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC276	Site area up to 2 Ha	N		\$ 494.50		\$ 514.00	Per hectare of used site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
DAC277	Site area between 2 Ha and 5 Ha	N		\$ 1,234.10		\$ 1,283.00	Per hectare of used site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC278	Site area between 5 Ha and 10 Ha	N		\$ 2,469.28		\$ 2,568.00	Per hectare of used site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC279	Site area over 10 Ha	N		POA		POA	Per hectare of used site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC280	Park plus site area fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC281	Site area up to 2 Ha	N		\$ 494.50		\$ 514.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC282	Site area between 2 Ha and 5 Ha	N		\$ 1,234.10		\$ 1,283.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC283	Site area between 5 Ha and 10 Ha	N		\$ 2,469.28		\$ 2,568.00	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC284	Site area over 10 Ha	N		POA		POA	Per hectare of site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC285	Landing	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC286	Cemetery	N		\$ 5,168.60		\$ 5,375.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC287	Crematorium	N		\$ 5,168.60		\$ 5,375.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC288	Educational establishment	N		\$ 3,350.78		\$ 3,485.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC289	Emergency services	N		\$ 2,090.88		\$ 2,175.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC290	Hospital	N		\$ 3,567.89		\$ 3,711.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC291	Place of Worship	N		\$ 2,510.13		\$ 2,611.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC292	Telecommunication facility	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC293	Port services plus site area fees	N		\$ 3,444.30		\$ 3,582.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC294	Site area up to 250 square metres	N		\$ 740.68		\$ 770.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC295	Site area from 251 to 500 square metres	N		\$ 1,234.10		\$ 1,283.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC296	Site area from 501 to 750 square metres	N		\$ 1,973.70		\$ 2,053.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC297	Site area from 751 to 1000 square metres	N		\$ 2,469.28		\$ 2,568.00	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC298	Site area over 1001 square metres	N		POA		POA	Per 100 square metres site area or part thereof	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC299	Building Works Assessable Against the Planning Scheme	N		\$ 948.15		\$ 986.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC	Impact Assessable Applications								
DAC300	Applications involving impact assessment pursuant to Section 45 (5) of the Planning Act 2016. Per application in addition to the calculated fee for the particular change of use or reconfiguring a lot.	N		\$ 1,000.00		\$ 1,040.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC	Reconfiguring a Lot Applications								
DAC301	Reconfiguring a Lot (subdivision) plus Lot/Unit fees	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC302	Lot/Unit fees	N		\$ 699.83		\$ 728.00	Plus per lot/unit	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC303	Boundary Realignment/Access Easements (no extra lots created)	N		\$ 1,532.95		\$ 1,594.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC	Endorsement of Survey Plans and Certificate of Survey Plan Approval								
DAC304	Submission of Survey Plan for endorsement (including Standard Format Plans/ Community Management Statements/Building Format Plans/Road Opening Plans) plus lot/unit fees	N		\$ 699.83		\$ 728.00	Per application	Planning Regulation 2017	Schedule 18, Section 69
DAC305	Lot/Unit fees	N		\$ 247.25		\$ 257.00	Plus per lot/unit	Planning Regulation 2017	Schedule 18, Section 69
DAC306	Endorsement of a Road Opening Plan (including truncations and widening)	N		\$ 699.83		\$ 728.00	Per application	Planning Regulation 2017	Schedule 18, Section 69
DAC307	Resealing Fee	N		\$ 629.95		\$ 655.00	Per application	Planning Regulation 2017	Schedule 18, Section 69
DAC308	Endorsement of Easement Documentation only	N		\$ 629.95		\$ 655.00	Per application	Planning Regulation 2017	Schedule 18, Section 69
DAC	Operational Works - Note: fees are calculated from the estimated (quote, schedule of costs) cost of construction exclusive of GST. Fee includes all inspections.								
DAC309	Prescribed tidal works	N		\$ 2,266.10		\$ 2,357.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC310	Operational works up to \$10,000	N		\$ 525.68		\$ 547.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC311	Operational works between \$10,001 and \$20,000	N		\$ 987.93		\$ 1,027.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC312	Operational Works between \$20,001 and \$24,999	N		\$ 1,435.13		\$ 1,493.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC313	Operational Works from \$25,000 to \$249,999.00	N	\$2,003 plus 3.75% of value of work over \$25,000	As assessed	\$2,003 plus 3.75% of value of work over \$25,000	As assessed	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC314	Operational Works from \$250,000.0 to \$499,999.00	N	\$13,360 plus 3% of value of work over \$250,000	As assessed	\$13,360 plus 3% of value of work over \$250,000	As assessed	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
DAC315	Operational Works from \$500,000.00 to \$999,999.00	N	\$23,379 plus 2% of value of work over \$500,000	As assessed	\$23,379 plus 2% of value of work over \$500,000	As assessed	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC316	Operational Works from \$1,000,000 to \$1,999,999.00	N	\$36,741 plus 1.5% of value of work over \$1,000,000	As assessed	\$36,741 plus 1.5% of value of work over \$1,000,000	As assessed	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC317	Operational Works from \$2,000,000 to \$4,999,999	N	\$56,789 plus 0.4% of value of work over \$2,000,000	As assessed	\$56,789 plus 0.4% of value of work over \$2,000,000	As assessed	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC318	Operational Works \$5,000,000 and greater	N		POA		POA	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC	Earthworks only (including inspection fees)								
DAC319	Earthworks up to 1,000 cubic metres	N		\$ 1,435.13		\$ 1,493.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC320	Earthworks from 1,000 cubic metres to 10,000 cubic metres	N		\$ 2,870.26		\$ 2,985.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC321	Earthworks from 10,000 cubic metres to 100,000 cubic metres	N		\$ 4,307.53		\$ 4,480.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC322	Earthworks over 100,000 cubic metres	N		\$ 7,177.78		\$ 7,465.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC	Generally in accordance confirmation (operational works)								
DAC323	1 to 10 plans	N		\$ 306.38		\$ 319.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC324	1 to 20 plans	N		\$ 609.53		\$ 634.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC325	1 to 50 or more plans	N		\$ 913.75		\$ 950.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC	Signage when not associated with a MCU								
DAC326	Advertising device (on premises sign)	N		\$ 699.83		\$ 728.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC327	Advertising device (third party sign)	N		\$ 3,013.23		\$ 3,134.00	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC	PRELIMINARY APPROVALS								
DAC328	Preliminary Approvals affecting the Planning Scheme (variation approval)	N	75% of the standard application fee calculated from potential lot yield, unit yield, GFA and Site Area	As assessed	75% of the standard application fee calculated from potential lot yield, unit yield, GFA and Site Area	As assessed	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC	Miscellaneous								
DAC329	Request to Extend the Relevant Period	N		\$ 1,191.10		\$ 1,239.00	Per application	Planning Act 2016	Chapter 3, Part 5, Section 86
DAC330	Rockhampton Regional Council as concurrence agency for development application	N	100% of relevant application fee	As assessed	100% of relevant application fee	As assessed	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC331	Request to Change a Development Approval (minor change approval), including requests for an Amended Infrastructure Charges Notice	N	Maximum fee of 30% of current development fees and charges schedule with a minimum fee of \$1108	As assessed	Maximum fee of 30% of current development fees and charges schedule with a minimum fee of \$1108	As assessed	Per application	Planning Act 2016	Chapter 3, Part 5, Section 79
DAC332	Request for Other Change	N	Maximum fee of 75% of current development fees and charges schedule with a minimum fee of \$1108	As assessed	Maximum fee of 75% of current development fees and charges schedule with a minimum fee of \$1108	As assessed		Planning Act 2016	Chapter 3, Part 5, Section 79
DAC333	Generally in accordance confirmation (material change of use, reconfiguration of a lot and building works assessable against the planning scheme)	N		\$ 304.23		\$ 316.00		Planning Act 2016	Chapter 3, Part 2, Section 51



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
DAC334	Undefined Use	N	The amount for the use closest to the undefined use as determined by Coordinator Development Assessment.	As assessed	The amount for the use closest to the undefined use as determined by Coordinator Development Assessment.	As assessed		Planning Act 2016	Chapter 3, Part 2, Section 51
DAC335	Request for Superseded Planning Scheme Application (fee not applicable for requests to apply version 2.2 to Reconfiguring a Lot application in relation to the Flood Hazard Overlay)	N		\$ 1,217.98		\$ 1,267.00		Planning Regulation 2017	Part 2, Section 11
DAC336	Conversion Application	N		\$ 3,045.48		\$ 3,167.00		Planning Act 2016	Chapter 3, Part 2, Section 51
DAC337	Drafting Reconfiguring a Lot Incentive Agreement	N		\$ 1,343.75		\$ 1,398.00	Per agreement	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC338	Drafting of Infrastructure Agreement (all legal costs to be covered by applicant)	Y		new		POA		Local Government Act 2009	Part 2, Section 97(2)(a)
DAC339	Review of drafted Infrastructure Agreement	Y		new	Maximum fee of 25% of legal costs to draft Infrastructure Agreement	As assessed		Local Government Act 2009	Part 2, Section 97(2)(a)
DAC340	Flood Search – Fitzroy River Riverine and Local Catchment Flooding	N		\$ 118.25		\$ 123.00	Per request	Local Government Act 2009	Part 2, Section 97(2)(a)
DAC341	Public Notification Sign	N		\$ 60.20		\$ 63.00	Per sign	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC342	Public Notification of development application on Council's Website	N		\$ 61.28		\$ 64.00	Per notification	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC343	Exemption certificate	N		\$ 633.18		\$ 659.00	Per certificate	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC344	Combined applications (involving more than one type of development and/or multiple uses).	N		POA		POA	Per application	Planning Act 2016	Chapter 3, Part 2, Section 51
DAC Refunds									
DAC345	Not Properly Made Application	N		\$ 758.95		\$ 789.00	Per application	Planning Act 2016	Chapter 3, Part 7, Section 109
DAC346	Application withdrawn prior to the issue of an Confirmation Notice	N	90% of application fee	As assessed	90% of application fee	As assessed		Planning Act 2016	Chapter 3, Part 7, Section 109
DAC347	Application withdrawn prior to the issue of an Information Request	N	80% of application fee	As assessed	80% of application fee	As assessed		Planning Act 2016	Chapter 3, Part 7, Section 109
DAC348	Application withdrawn after the issue of an Information Request	N	50% of application fee	As assessed	50% of application fee	As assessed		Planning Act 2016	Chapter 3, Part 7, Section 109
DAC349	Application withdrawn after public notification has commenced	N	30% of application fee	As assessed	30% of application fee	As assessed		Planning Act 2016	Chapter 3, Part 7, Section 109
DAC350	Application withdrawn prior to the issue of a Decision Notice	N	10% of the application fee	As assessed	10% of the application fee	As assessed		Planning Act 2016	Chapter 3, Part 7, Section 109
DAC351	Application refused	N		No refund		No refund		Planning Act 2016	Chapter 3, Part 7, Section 109
DAC Concessions									
DAC352	Educational, Religious, Charitable or Community Organisations	N	50% concession with a minimum fee of \$1108	As assessed	50% concession with a minimum fee of \$1108	As assessed		Planning Act 2016	Chapter 3, Part 2, Section 51
DAC353	All other requests	N	Must be accompanied with payment of full fees. If a variation is allowed, a refund will be arranged.	As assessed	Must be accompanied with payment of full fees. If a variation is allowed, a refund will be arranged.	As assessed		Planning Act 2016	Chapter 3, Part 2, Section 51
DAC354	On Premises signs associated with an Education, C1 Religious, Charitable or Community and Volunteer Emergency Service Organisation use	N		No charge		No charge		Planning Act 2016	Chapter 3, Part 2, Section 51
DAC Planning Certificates									
DAC355	Limited	N		\$ 185.98		\$ 193.00	Per lot	Planning Act 2016	Chapter 7, Part 3, Section 265
DAC356	Standard	N		\$ 933.10		\$ 970.00	Per lot	Planning Act 2016	Chapter 7, Part 3, Section 265
DAC357	Full	N		\$ 2,401.55		\$ 2,498.00	Per lot	Planning Act 2016	Chapter 7, Part 3, Section 265

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
DAC Gates and Grids									
DAC358	Application Fee	N		\$ 312.83		\$ 325.00	Per application	Subordinate Local Law 1.17 (Gates and Grids) 2019	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC359	Renewal Fee	N		\$ 156.05		\$ 163.00	Per renewal	Subordinate Local Law 1.17 (Gates and Grids) 2019	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC360	Public Notification Sign	N		\$ 48.37		\$ 50.00	Per sign	Subordinate Local Law 1.17 (Gates and Grids) 2019	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC Concurrence Agency Fees									
DAC361	Concurrence Assessments including lodgement fee (fee per matter under consideration)	N		\$ 625.00		\$ 650.00	Per property	Local Government Act 2009	Part 2, Section 97(2)(e)
DAC362	Early Referral ROL response 1 to 10 lots or one stage of development	N		\$ 1,163.00		\$ 1,210.00	Per property	Local Government Act 2009	Part 2, Section 97(2)(e)
DAC363	Early Referral ROL response 2 to 5 stages of development	N		\$ 2,325.00		\$ 2,418.00	Per property	Local Government Act 2009	Part 2, Section 97(2)(e)
DAC364	Early Referral ROL response 6 to 10 stages of development	N		\$ 3,488.00		\$ 3,628.00	Per property	Local Government Act 2009	Part 2, Section 97(2)(e)
DAC365	Early Referral ROL response more than 10 stages	N		POA		POA	Per property	Local Government Act 2009	Part 2, Section 97(2)(e)
DAC PLUMBING AND DRAINAGE FEES									
DAC366	Inspections/re-inspections	N		\$ 208.00		\$ 222.00	Each	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC367	Sanitary Fixture/Tundish	N		\$ 56.00		\$ 58.00	Per item	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC DWELLING/ DUPLEX/ DUAL OCCUPANCY/ MULTI DWELLING UNITS FEES - Class 1									
DAC368	New Dwelling, Dual occupancy (detached)	N		\$ 1,279.00		\$ 1,330.00	LOD + assess + 4 inspections + SDP Drawn	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC369	Duplex (attached)	N		\$ 1,498.00		\$ 1,558.00	LOD + assess + 4 inspections + SDP Drawn	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC370	Dwelling plus Secondary Dwelling	N	\$1279 plus \$56 per sanitary fixture in second dwelling	As assessed	\$1330 plus \$58 per sanitary fixture in second dwelling	As assessed	LOD + assess + 4 inspections + SDP Drawn	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC371	Secondary Dwelling	N	\$277 + POA max \$1279	As assessed	\$288 + POA max \$1330	As assessed	Subject to Quotation based on number of fixtures and inspections required	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC372	Expired Permit Re-Application	N	\$447 + \$208 per required inspection	As assessed	\$485 + \$222 per required inspection	As assessed		Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC373	Compliance Assessment of on-site sewerage facility (with dwelling application and includes min of 1 inspection)	N		\$ 463.00		\$ 482.00	Per assessment	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC374	Solar hot water system installation when different plumber - 1 time administration fee and inspection fee	N		\$ 329.00		\$ 342.00		Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC375	Minor Work (includes assessment and 1 inspection)	N		\$ 333.00		\$ 346.00		Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC376	Alterations and additions to Dwelling/ Duplex/ Dual Occupancy/ Multi Unit Dwelling (Class 1 ,2, 3)	N	\$277 + POA max \$1279	As assessed	\$288 + POA max \$1330	As assessed	Subject to Quotation based on number of fixtures and inspections required	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC377	Existing Dwelling connecting to water reticulation network (includes assessment and 1 inspection)	N		\$ 333.00		\$ 346.00		Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC378	New Class 10 Building	N	\$277 + POA max \$1279	As assessed	\$288 + POA max \$1330	As assessed	Subject to Quotation based on number of fixtures and inspections required	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC COMMERCIAL FEES - Classes 4,5,6,7,8,8, MULTIPLE UNITS Class 1									
DAC NEW WORK									
DAC379	Application Fee	N	\$277 + POA	As assessed	\$288 + POA	As assessed	Subject to Quotation based on number of sanitary fixtures, number of inspections required and number of apparatuses to assess	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC380	Assessment of fire hose reels /fire hydrant	N		\$ 126.00		\$ 131.00	Per item	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC381	Water Service Replacement	N	\$277 + POA	As assessed	\$288 + POA	As assessed	Per item	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC382	Assessment of Testable Back flow device	N		\$ 130.00		\$ 135.00	Per item	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC383	Community Group Concession	N			50% Concession	As assessed		Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
DAC	BACKFLOW PREVENTION (When not associated with another plumbing application)								
DAC384	Register device (Annual Inspection Results)	N		\$ 12.00		\$ 24.00	Per device	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC385	Removal of testable backflow devices includes min of 1 inspection	N		\$ 327.00		\$ 340.00	Per assessment	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC386	Assess GREASE TRAP/ ARRESTOR	N		\$ 169.00		\$ 176.00	Per Item	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC	Note if Plumber/Drainer has Endorsement of Licence only the Lodgement of Form 4 is required								
DAC	MINOR WORK (where not notifiable work)								
DAC387	Swimming Pool (includes 1 inspection)	N		\$ 333.00		\$ 346.00	Per assessment	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC388	Sanitary Drainage and Water Plumbing disconnection fee (includes 1 inspection)	N		\$ 406.00		\$ 422.00	Per request	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC389	Drainage relay/ relocation (replace existing) (includes min 1 inspection)	N		\$ 395.00		\$ 411.00	Per assessment	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC	ONSITE SEWERAGE FACILITIES								
DAC390	New Onsite Sewerage System or New Land Application area only (include min of 2 inspections)	N		\$ 661.00		\$ 687.00	Per assessment	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC391	Register Onsite System (Quarterly Inspection results)	N		\$ 12.00		\$ 12.00	Per assessment	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC392	Conversion from onsite system/septic to sewer (includes min of 2 inspections)	N		\$ 661.00		\$ 687.00	Per assessment	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Local Government Act 2009 Part 2, Section 97(2)(a)
DAC	COPIES OF PLANS AND SEARCHES								
DAC393	Sanitary Drainage Plan or As Constructed Hydraulic Plan ON FILE	N		\$ 38.00		\$ 40.00	Each	Local Government Act 2009	Part 2, Section 97(2)(a)
DAC394	Convert Sanitary Drainage Plan to AutoCAD	N		new		\$ 120.00	Each	Local Government Act 2009	Part 2, Section 97(2)(a)
DAC395	Water/Sewer/Stormwater Service Plan	N		\$ 38.00		\$ 40.00	Each	Local Government Act 2009	Part 2, Section 97(2)(a)
DAC396	Building and Plumbing Record Search - Residential	N		\$ 131.00		\$ 136.00	Per property	Local Government Act 2009	Part 2, Section 97(2)(a)
DAC397	Re-issue Building and Plumbing Record Search - Residential	N	50% of full fee	As assessed	50% of full fee	As assessed	Per property	Local Government Act 2009	Part 2, Section 97(2)(a)
DAC398	Building and Plumbing Record Search - Commercial	N		\$ 238.00		\$ 248.00	Per property	Local Government Act 2009	Part 2, Section 97(2)(a)
DAC399	Re-issue Building and Plumbing Record Search - Commercial	N	50% of full fee	As assessed	50% of full fee	As assessed	Per property	Local Government Act 2009	Part 2, Section 97(2)(a)
DAC400	Plumbing Miscellaneous administration fee	N		\$ 120.00		\$ 125.00	Each	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Section 44 (1)(b)(iv)
DAC401	Amended Plan	N		\$ 136.00		\$ 144.00		Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Section 44 (1)(b)(iv)
DAC402	Re-issue of Compliance Permit for initial or change of plumber details, drainer or owner	N		\$ 38.00		\$ 40.00	Per change	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Section 44 (1)(b)(iv)
DAC403	Extension to approval period (expiry of permit)	N		\$ 161.00		\$ 168.00	Per extension	Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Section 44 (1)(b)(iv)
DAC	WITHDRAWN / CANCELLED APPLICATIONS REFUNDS Note: All requests must be submitted in writing								
DAC404	Assessment not commenced	N	90% of Assessment fee plus inspections	As assessed	90% of Assessment fee plus inspections	As assessed		Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Section 44 (1)(b)(iv)
DAC405	Assessment Commenced but not completed	N	60% of assessment fee plus inspections	As assessed	60% of assessment fee plus inspections	As assessed		Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Section 44 (1)(b)(iv)
DAC406	Assessment completed	N	Inspection refund only		Inspection refund only			Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Section 44 (1)(b)(iv)
DAC407	Note: where an application has lapsed and no work has been carried out, inspection fees may be refunded	N	Inspection refund only		Inspection refund only			Plumbing and Drainage Regulation 2019 s44(1)(b)(iv)	Section 44 (1)(b)(iv)
DAC	BUILDING CERTIFICATION GENERALLY								
DAC	Competitive Services Policy Notes for Building Certification Services and the like.								
DAC	Fees include - lodgement - assessment - inspection (s) as may be required and are to be paid in full at time of lodgement.								
DAC	No refund of fees will be made by Council in the event of the application lapsing or Council approving or refusing the application.								
DAC	The fee structure includes mandatory inspections as conditioned in the development approval. In the event an inspection result is failed, a reinspection fee will apply and must be paid prior to the final documentations being issued.								



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
DAC	Where the fee is shown as "Price on Application", quotations may be provided upon request in writing to the Manager Planning and Regulatory Services or Coordinator Building and Plumbing Services.								
DAC	N.B. Pool safety certificate default and commercial services are subject to Council having available an appropriately licensed and available staff member, when not so, the applicant is to be aware this service may include an out source fee component in order for the service to be delivered.								
DAC	Pre-lodgement fee is deducted from the total fee charged at lodgement of the associated development application								
DAC	Where the Local Government is requested in writing under the Building Act 1975 to become the default certifier, the relevant assessment fee will be applicable as per the fees and charges schedule dependent on the type of application								
DAC	BUILDING CERTIFICATION (Competitive Services)								
DAC408	Expired Permit Re-Application	Y		POA		POA		Local Government Act 2009	Commercial
DAC409	Change of Classification	Y		POA		POA		Local Government Act 2009	Commercial
DAC410	More than one structure in the same application	Y	Full fee for primary structure and 50% of the fee for each additional structure	As assessed	Full fee for primary structure and 50% of the fee for each additional structure	As assessed		Local Government Act 2009	Commercial
DAC	Class 1a Approvals A single dwelling being a single dwelling, row house, terrace house, town house villa unit, duplex etc.(includes new, relocated and change of classification)								
DAC411	Assessable Maintenance/ minor works	Y		\$ 868.00		\$ 609.00	LOD + assess + inspection	Local Government Act 2009	Commercial
DAC412	New Class 1a	Y	\$2104 for the first unit/dwelling and \$1010 for each additional unit/ dwelling	As assessed	\$2188 for the first unit/dwelling and \$1094 for each additional unit/dwelling	\$ 2,188.00	LOD + assess + max 4 inspections per dwelling/unit	Local Government Act 2009	Commercial
DAC413	Alterations & Additions (includes restumping, re-roofing and re-cladding)	Y	\$968 for the first unit/dwelling and \$440 for each additional unit/ dwelling	As assessed	\$1006 for the first unit/dwelling and \$503 for each additional unit/ dwelling	\$ 1,006.00	LOD + assess + max 2 inspections per dwelling/unit	Local Government Act 2009	Commercial
DAC414	Re Roof	Y	\$968 for the first unit/dwelling and \$440 for each additional unit/ dwelling	As assessed	\$1006 for the first unit/dwelling and \$503 for each additional unit/ dwelling	\$ 1,006.00	LOD + assess + max 2 inspections per dwelling/unit	Local Government Act 2009	Commercial
DAC415	Temporary Home -Application Fee (no inspection fee, if required as per inspection fee)	N		\$ 295.00		\$ 307.00	Per dwelling/unit	Subordinate Local Law 1.3 (Establishment or Occupation of a Temporary Home) 2011	Local Government Act 2009, Part 2, Section 97(2)(a)
DAC416	New Class 1a (when Relocated)	Y		\$ 1,051.00		\$ 1,093.00	LOD + assess + max 2 inspections per dwelling/unit	Local Government Act 2009	Commercial
DAC	Class 1b Approvals A boarding house, guest house, hostel or the like (includes new, relocated and change of classification)								
DAC417	A boarding house, guest house, hostel or the like < 300 sqm < 12 persons	Y		\$ 2,105.00		\$ 2,189.00	LOD + assess + max 1 inspection	Local Government Act 2009	Commercial
DAC	Class 10a Approvals A non-habitable building or structure being a private garage, carport, shed or the like (includes new, relocated and change of classification)								
DAC418	New 10a	Y		\$ 642.00		\$ 668.00	LOD + assess + max 1 inspection	Local Government Act 2009	Commercial
DAC419	Alterations / Additions / Assessable Maintenance or the like	Y		\$ 521.00		\$ 542.00	LOD + assess + max 1 inspection	Local Government Act 2009	Commercial
DAC420	Small Shed + Cubby House (Less than 20sqm)	Y		\$ 318.00		\$ 331.00		Local Government Act 2009	Commercial
DAC421	All Shipping Containers per unit 1 inspection	Y		\$ 318.00		\$ 331.00	LOD + assess + max 1 inspection	Local Government Act 2009	Commercial
DAC	Class 10b Approvals A structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool, or the like (includes new, relocated and change of classification)								

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
DAC422	Retaining or free standing walls	Y		\$ 866.00		\$ 901.00	LOD + assess + max 1 inspection	Local Government Act 2009	Commercial
DAC423	All other 10b structures (includes 1 inspection unless otherwise noted)	Y		\$ 548.00		\$ 570.00	LOD + assess + max 1 inspection	Local Government Act 2009	Commercial
DAC424	Retaining Walls for one stage of development	Y		\$ 1,505.00		\$ 1,565.00		Local Government Act 2009	Commercial
DAC	Swimming pools and Spas								
DAC425	Above ground rigid wall pools	Y		\$ 530.00		\$ 551.00		Local Government Act 2009	Commercial
DAC426	Above ground inflatable pools	Y		\$ 240.00		\$ 250.00		Local Government Act 2009	Commercial
DAC427	In-ground fiberglass (includes 2 inspections)	Y		\$ 550.00		\$ 572.00		Local Government Act 2009	Commercial
DAC428	In-ground Reinforced concrete (includes 2 inspections)	Y		\$ 838.00		\$ 872.00		Local Government Act 2009	Commercial
DAC429	Pool Fence only	Y				\$ 517.00		Local Government Act 2009	Commercial
DAC430	Temporary Pool Barrier System	Y		\$ 486.00		\$ 505.00		Local Government Act 2009	Commercial
DAC	Class 10c Approvals A private bushfire shelter								
DAC431	A private bush fire shelter	Y		\$ 548.00		\$ 570.00		Local Government Act 2009	Commercial
DAC432	Residential Lifts	Y		\$ 586.00		\$ 609.00		Local Government Act 2009	Commercial
DAC	Class 2 to 9 Approvals Commercial class buildings generally (includes new, relocated and change of classification)								
DAC433	Class 2 - 9 Buildings less than 500sqm (Includes alteration/additions)	Y		\$ 2,210.00		\$ 2,298.00		Local Government Act 2009	Commercial
DAC434	Class 2 - 9 Buildings over 500sqm (Includes alteration/additions)	Y		POA		POA		Local Government Act 2009	Commercial
DAC435	Community Group Concession	Y			50% Concession	As assessed		Local Government Act 2009	Commercial
DAC	Special Structure Approvals								
DAC436	Buildings and structures that otherwise cannot be classified under the NCC Less than 500sqm	Y		\$ 1,870.00		\$ 1,945.00		Local Government Act 2009	Commercial
DAC437	Buildings and structures that otherwise cannot be classified under the NCC over 500sqm	Y		POA		POA		Local Government Act 2009	Commercial
DAC438	Tenancy fit-out	Y		POA		POA		Local Government Act 2009	Commercial
DAC	Demolition and or Remove Building(s) (Includes 1 inspection)								
DAC439	Class 1a, 1b 9	Y		\$ 742.00		\$ 772.00		Local Government Act 2009	Commercial
DAC440	Class 10a 10b 10c	Y		\$ 318.00		\$ 331.00		Local Government Act 2009	Commercial
DAC441	Class 2 - 9 Buildings less than 500sqm	Y		\$ 1,003.00		\$ 1,043.00		Local Government Act 2009	Commercial
DAC442	Class 2 - 9 Buildings more than 500sqm	Y		POA		POA		Local Government Act 2009	Commercial
DAC	Advertising Signage								
DAC443	Freestanding or Attached (includes 1 inspection)	Y		\$ 548.00		\$ 570.00		Local Government Act 2009	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Fitzroy River Water									
FRW	Water Connections								
FRW001	New Subdivision/Residential connections that have ball valve installed & raised to 300mm below ground (20mm metered service). (Completed Form 5 and Form 7 must accompany connection request if not previously submitted)	N		\$ 600.00		\$ 624.00	Per connection	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW002	All water services for residential properties within declared water service area excluding first connection in new subdivisions.	N	Private Works Quote	As assessed	Private Works Quote	Private Works Quote	Per connection	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW003	All other connections	N	Private Works Quote	As assessed	Private Works Quote	Private Works Quote	Per connection	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW004	Rockhampton to Yeppoon pipeline service connections.	N		\$ 11,915.00		\$ 12,392.00	Per connection	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW005	Water Disconnections								
FRW006	Water Service Disconnection	N		\$ 602.00		\$ 626.00	Per connection	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW007	Service Locations								
FRW008	Relocate standard water service within declared water service area.	N	Private Works Quote	As assessed	Private Works Quote	Private Works Quote		Local Government Act 2009	Part 2, Section 97(2)(c)
FRW009	Meter Box Replacements	N	Private Works Quote	As assessed	Private Works Quote	Private Works Quote		Local Government Act 2009	Part 2, Section 97(2)(c)
FRW010	Water Meter Testing (NATA Lab tested)	N	Private Works Quote	As assessed	Private Works Quote	Private Works Quote		Local Government Act 2009	Part 2, Section 97(2)(c)
FRW011	On-site verification test with calibrated meter for all meter sizes.	N		\$ 221.00		\$ 230.00	Per test	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Water Main Pressure & Flow Test								
FRW012	Hydrant Pressure and flow tests	N		\$ 415.00		\$ 432.00	Per test	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	(Tests are conducted from street hydrants located adjacent to development site)								
FRW	Water or Sewer Reticulation Network Analysis								
FRW013	Carry out water or sewer reticulation network analysis for new development & report.	N		\$ 311.00		\$ 323.00	Per hour of part thereof	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW014	Minimum	N		\$ 655.00		\$ 681.00	Per job	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Water Main/Service Locations								
FRW015	Water Main/Service locations (not potholed)	N		\$ 190.00		\$ 198.00	Per hour of part thereof	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW016	Water Main/Service locations potholed	N	Private Works Quote	As assessed	Private Works Quote	Private Works Quote		Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Fitzroy River Barrage Irrigators								
FRW017	Processing Fee - Standard Supply Contracts for Medium Priority Water Allocation Holders.	N		\$ 124.00		\$ 129.00	Per contract	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW018	Processing Fee - Seasonal Water Allocation for Medium Priority Water Allocation Holders.	N		\$ 124.00		\$ 129.00	Per application	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW019	Medium Priority Water Allocation Holder in Field Meter Testing (as requested by MPWAH).	N		\$ 221.00		\$ 230.00	Per hour or part thereof	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Metered Hydrant Standpipe Hire								
FRW020	Security Deposit/Bond	N		\$ 2,371.00		\$ 2,550.00	Per standpipe hired	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW021	Standpipe Hire	N		\$ 37.00		\$ 38.00	Per week or part thereof (more than 1 day)	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW022	Standpipe Hire	N		\$ 100.00		\$ 104.00	Monthly	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW023	Late Standpipe meter read fee	N		\$ 66.00		\$ 69.00	Per standpipe Per week (up to a one month maximum)	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW024	Water Usage Rate	N		\$ 2.90		\$ 3.50	Per kl	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW025	Sale of Standpipe card (Graemere)	N		\$ 38.00		\$ 40.00	Each	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Sub Metering								
FRW026	Meters and materials	N	Private Works Quote	As assessed	Private Works Quote	Private Works Quote		Local Government Act 2009	Part 2, Section 97(2)(c)
FRW027	Sub-metering Connectivity Inspections	N		\$ 243.00		\$ 253.00	Per inspection	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW028	Sub-metering Connectivity Inspections (Over three (3) stories).	N		\$ 364.00		\$ 379.00	Per inspection	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Water Meter Reading								
FRW029	Special Water Meter Reading (Onsite Inspection)	N		\$ 114.00		\$ 119.00	Per property	Local Government Act 2009	Part 2, Section 97(2)(c)



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
FRW	Sewerage								
FRW030	Sewer Connections/Disconnections	N	Private Works Quote	As assessed	Private Works Quote	Private Works Quote		Local Government Act 2009	Part 2, Section 97(2)(c)
FRW031	Sewer Main Locations	N		\$ 190.00		\$ 198.00	Per hour	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Building Over Sewer Applications								
FRW032	Initial building over sewer analysis for new development and report (50% refund when BOS not required)	N		\$ 304.00		\$ 316.00	Per assessment	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW034	CCTV – camera survey of sewer main prior to and after completion of works. (Full refund when BOS not required).	N		\$ 797.00		\$ 829.00	Per assessment	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Additional building over sewer analysis for new development and report.	N	Private Works Quote	As assessed	Private Works Quote	Private Works Quote		Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Water/Sewerage Plans - Copy								
FRW035	Sanitary Drainage Plan or As Constructed Hydraulic Plan	Y		\$ 38.00		\$ 40.00	Per plan	Local Government Act 2009	Commercial
FRW036	Water/Sewer/Stormwater Service Plan	Y		\$ 38.00		\$ 40.00	Per plan	Local Government Act 2009	Commercial
FRW037	CCTV Sewer Inspections for Building Over Sewer - camera survey of sewer main for pre-existing structures already built over sewer.	Y		\$ 398.00		\$ 414.00	Per inspection	Local Government Act 2009	Commercial
FRW	Bulk Liquid Waste Disposal								
FRW038	Acceptance of chemical toilet or holding tank contents.	N		\$ 67.00		\$ 70.00	Per kilolitre of part thereof	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW039	Other (Trade Waste)	N	by negotiation	As assessed	by negotiation	by negotiation		Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Trade Waste Fees								
FRW040	Annual License Fees								
FRW	Category 1								
FRW041	Annual Fee	N		\$ 230.00		\$ 239.00	Per annum	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Category 2								
FRW042	Annual Fee	N		\$ 230.00		\$ 239.00	Per annum	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW043	Volumetric Rate (minimum)	N		\$ 0.95		\$ 1.00	Per kilolitre	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Category 3								
FRW044	Annual Fee	N		\$ 344.00		\$ 358.00	Per annum	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW045	Volumetric Rate (minimum)	N		\$ 0.95		\$ 1.00	Per kilolitre	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW046	BODS Rate	N		\$ 1.65		\$ 2.00	Per kilogram	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW047	Suspended Solids Rate	N		\$ 2.10		\$ 2.20	Per kilogram	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Application/Renewal Fees								
FRW048	Category 1 Permit	N		\$ 246.00		\$ 256.00	Per application	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW049	Category 2 Permit	N		\$ 246.00		\$ 256.00	Per application	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW050	Category 3 Agreement	N		\$ 482.00		\$ 501.00	Per application	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	Miscellaneous Trade Waste Fees								
FRW051	Trade Waste Officer Charge Out Rate (minimum charge 1 hour).	N		\$ 162.00		\$ 168.00	Per hour or part thereof	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	This rate shall apply to all sampling programs and inspections as set out in the Trade Waste Agreement and/or as a result of non compliance with a Permit or Agreement.								
FRW052	Testing Fees (to be applied in conjunction with Trade Waste Officer charge out rate).	Y	Private Works Quote	As assessed	Private Works Quote	Private Works Quote		Local Government Act 2009	Commercial
FRW	Penalty Charges								
FRW053	For all parameters	N		\$ 2.15		\$ 2.25	Per kilogram	Local Government Act 2009	Part 2, Section 97(2)(c)
FRW	HEADWORKS CONTRIBUTION POLICY - Rockhampton City Planning Scheme and applicable/relevant to development permits issued prior to the adopted infrastructure charges resolution, November 2011.								
FRW	LOCAL PLANNING POLICY NO 11								
FRW	Valid for land rezoned after the relevant date (1 September 1985).								
FRW	Schedule A								

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
FRW	Infrastructure contributions:								
FRW	(a) Glenmore Water Treatment Plant Upgrade								
FRW	Areas affected:								
FRW055	Whole of water supply area	N		\$ 1,370.00		\$ 1,425.00	Per unit	Integrated Planning Act 1997	
FRW	(b) Sewerage Treatment Plant upgrading								
FRW	Areas affected:								
FRW056	Whole of sewerage area	N		\$ 1,677.00		\$ 1,744.00	Per unit	Integrated Planning Act 1997	
FRW	(c) Norman Road Sewer (Hospital Branch)								
FRW	Areas affected:								
FRW058	Portions 239A, 240A, 241A, 242A & Part Portions 184 & 661, Parish of Murchison, refer Drawing M 822	N		\$ 419.00		\$ 436.00	Per unit	Integrated Planning Act 1997	
FRW	(d) Norman Road Trunk Sewer								
FRW	Areas affected:								
FRW059	Portions 176, 177, 178, 179, 180, 183, 225, 243A, 244A, 245A, 246A & Part Portion 247A, Parish of Murchison, Portions 48A, & 48B, Parish of Archer, refer Drawing M 822	N		\$ 979.00		\$ 1,018.00	Per unit	Integrated Planning Act 1997	
FRW	(e) Parkhurst Industrial Sewer								
FRW	Areas affected:								
FRW060	Portions 113, 114, 115, 116, 117, 118, 124, 125, 201, 202, 203, 204, 274, 68, 71, 119	N		\$ 1,267.00		\$ 1,318.00	Per unit	Integrated Planning Act 1997	
FRW	(f) Norman Road Water Main (300, 225, 150)								
FRW	Areas affected:								
FRW061	Portions 225, 241A, 242A, 243A & 244A, 245A, 246A, Parish of Murchison	N		\$ 440.00		\$ 458.00	Per unit	Integrated Planning Act 1997	
FRW	(g) Norman Road Water Reservoir								
FRW	Areas affected:								
FRW062	Portions 128, 219A, 225, 237B, 238A, 239A, 240A, 241A, 242A, 243A, 244A, 245A, 246A, 288 & Part Portion 184, 503 & 661, Parish of Murchison, refer Drawing M 822	N		\$ 1,313.00		\$ 1,366.00	Per unit	Integrated Planning Act 1997	
FRW	(h) Rising Main to Norman Road Water Reservoir								
FRW	Areas affected:								
FRW063	Portions 128, 219A, 225, 237B, 238A, 239A, 240A, 241A, 242A, 243A, 244A, 245A, 246A, 288 & Part Portions 184, 503 & 661, Parish of Murchison, refer Drawing M 822	N		\$ 121.00		\$ 126.00	Per unit	Integrated Planning Act 1997	
FRW	(i) Carlton Street/Price Avenue duplicate (150 mm dia water main)								
FRW	Areas affected:								
FRW064	Portions 194, 195, 196, Parish of Murchison	N		\$ 549.00		\$ 571.00	Per unit	Integrated Planning Act 1997	
FRW	(j) Frenchville Road Sewer								
FRW	Areas affected:								
FRW065	Portion 161, 1V, 4V, 5V, 6V, 7V, 8V, 9V, 10V, 11V, 12V, 13V, 14V, 15V, 16V, 17V, 20V, 156A, 24V, 155, 2203, 2206, 2206A, 23V, Parish of Archer	N		\$ 1,065.00		\$ 1,108.00	Per unit	Integrated Planning Act 1997	
FRW	(k) Frenchville Road Additional Water Main (applies to all areas within RL 110m RCC Sewerage Datum Contour)								
FRW	Areas affected:								
FRW066	Portions 6V, 7V, 8V, 9V, 10V, 11V, 12V, 13V, 14V, 15V, 16V, 17V, 20V, 156A, 24V, 155, 2203, 2206, 2206A, 23V, Parish of Archer	N		\$ 1,190.00		\$ 1,238.00	Per unit	Integrated Planning Act 1997	
FRW	(l) Frenchville Road Water Booster Station (applies to all areas above RL 123m RCC Sewerage Datum Contour)								
FRW	Areas affected:								
FRW067	Portions 14V, 15V, 16V, 17V, 20V, 156A, 2206, 2206A & 23V, Parish of Archer	N		\$ 743.00		\$ 773.00	Per unit	Integrated Planning Act 1997	
FRW	(m) Lower Dawson Road Auxiliary Trunk Sewer								
FRW	Areas affected:								
FRW068	Area bound by Ferguson Street, Upper Dawson Road, Nathan Street, Lower Dawson Road	N		\$ 1,978.00		\$ 2,057.00	Per unit	Integrated Planning Act 1997	
FRW	(n) Parkhurst Water Reservoir								

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
FRW	Areas affected:								
FRW069	The urban area shown on the proposed Parkhurst Development Central Plan	N		\$ 2,847.00		\$ 2,753.00	Per unit	Integrated Planning Act 1997	
FRW	(o) Parkhurst Collector Sewer								
FRW	Areas affected:								
FRW070	The urban area shown on the proposed Parkhurst Development Central Plan, refer Drawing SY 4068 3.	N		\$ 1,953.00		\$ 2,031.00	Per unit	Integrated Planning Act 1997	
FRW	(p) Ramsay Creek Sewerage Pump Station								
FRW	Areas affected:								
FRW071	Catchment area bounded by the Bruce Highway, Ramsay Creek, the City Boundary and the crest of the ridge adjacent to Olive Street	N		\$ 419.00		\$ 436.00	Per unit	Integrated Planning Act 1997	
FRW	(q) Parkhurst Sewer Extension								
FRW	Areas affected:								
FRW072	Area bounded by Norman Road, Olive Street, Yaamba Road & Boundary Road.	N		\$ 955.00		\$ 993.00	Per unit	Integrated Planning Act 1997	
FRW	(r) Parkhurst Industrial Estate Reservoir								
FRW	Areas affected:								
FRW073	Portions 118, 119, 120, 144, 176, Sub 3, Portion 196, Sub 3, Portion 201, Subs 3 & 4, Portion 202, Sub 3, Portion 274, Resub 1, Subs 41-43, Parish of Murchison.	N		\$ 1,166.00		\$ 1,213.00	Per unit	Integrated Planning Act 1997	
FRW	(s) Rockonia Road Water Booster								
FRW	Areas affected:								
FRW074	Those lots within the Rockonia Road boosted area	N		\$ 1,313.00		\$ 1,366.00	Per unit	Integrated Planning Act 1997	
FRW	(t) 150 mm Water Main duplication (Forbes Avenue to Shields Avenue)								
FRW	Areas affected:								
FRW075	Portions 42, 43, Parish of Archer, refer SOL 1429	N		\$ 676.00		\$ 703.00	Per unit	Integrated Planning Act 1997	
FRW	(u) South Rockhampton Low Level Trunk Main Improvements								
FRW	Areas affected:								
FRW076	The South Rockhampton low level water reticulation area	N		\$ 1,149.00		\$ 1,195.00	Per unit	Integrated Planning Act 1997	
FRW	(v) Hadgraft Street sewerage Pump Station								
FRW	Areas affected:								
FRW077	Hadgraft Street Catchment Area Located West of Norman Road and North of Park Street.	N		\$ 502.00		\$ 522.00	Capped fee for area	Integrated Planning Act 1997	
FRW	(w) Norman Road sewerage Pump Station & Rising Main.						Capped fee for area		
FRW	Areas affected:								
FRW078	Norman Road north of Nagle Drive	N		\$ 487.00		\$ 506.00	Per unit	Integrated Planning Act 1997	
FRW	(x) Norman Road North Watermain Extension								
FRW	Areas affected:								
FRW079	Norman Road north of Nagle Drive	N		\$ 916.00		\$ 953.00	Per unit	Integrated Planning Act 1997	
FRW	(y) Norman Road Water Pump Station Upgrades								
FRW	Areas affected:								
FRW080	Norman Road north of Nagle Drive	N		\$ 260.00		\$ 270.00	Per unit	Integrated Planning Act 1997	
FRW	HEADWORKS CONTRIBUTION POLICY - Fitzroy Shire Planning scheme and applicable/relevant to development permits issued prior to the adopted infrastructure charges resolution, November 2011.								
FRW	LOCAL PLANNING POLICY 196								
FRW	Standard Infrastructure contributions within infrastructure area:								
FRW081	Water supply	N		\$ 3,452.00		\$ 3,590.00	Per lot	Integrated Planning Act 1997	
FRW082	Sewerage	N		\$ 2,190.00		\$ 2,278.00	Per lot	Integrated Planning Act 1997	
FRW	Non-standard Infrastructure contributions outside of infrastructure area:								
FRW083	Water supply (including bring forward costs)	N		\$ 2,452.00		\$ 2,550.00	Per lot	Integrated Planning Act 1997	
FRW084	Sewerage (including bring forward costs)	N		\$ 2,190.00		\$ 2,278.00	Per lot	Integrated Planning Act 1997	
FRW	HEADWORKS CONTRIBUTION POLICY - Mt Morgan Shire Planning scheme and applicable/relevant to development permits issued prior to the adopted infrastructure charges resolution, November 2011.								
FRW	That the Council's response to applications for water would be-								
FRW085	Outside the defined water area from existing rising main.	N		\$ 12,959.00		\$ 13,477.00	Per unit	Integrated Planning Act 1997	





Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
FRW	Internal to the defined water area:								
FRW	Vacant allotment: Connection fee plus cost								
FRW	External to the defined water area (if applicable):-								
FRW	Existing or vacant allotment subdivided:								
FRW	1 x Headworks charge/additional allotment plus cost of works external (if applicable) plus cost of works internal (if applicable) plus connection fees per additional allotments.								
FRW	New allotments from vacant Crown land - as for (2) above								
FRW086	A headworks charge being set at	N		\$ 4,048.00		\$ 4,210.00	Per unit	Integrated Planning Act 1997	
FRW	Sewerage headworks charge being set at:								
FRW087	Area 6	N		\$ 2,663.00		\$ 2,770.00	Per equivalent tenement	Integrated Planning Act 1997	
FRW088	Area 4	N		\$ 3,691.00		\$ 3,839.00	Per equivalent tenement	Integrated Planning Act 1997	

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Library and Technology Centre									
LTC	General Fees								
LTC001	Loss/irreparable damage	Y					Replacement Value per item	Local Government Act 2009	Commercial
LTC002	Minor repairs library resources (e.g. replacement barcode, cover, identification etc.)	Y		\$ 12.00		\$ 12.00	Per item	Local Government Act 2009	Commercial
LTC003	Loss of Membership Card to Replace	Y		\$ 2.00		\$ 2.00	Per item	Local Government Act 2009	Commercial
LTC	Archives and Local History Fees								
LTC	Copies of photographs - for private study and research only								
LTC004	Photographic print A4 from digital image/copy print	Y		\$ 20.00		\$ 21.00	Each	Local Government Act 2009	Commercial
LTC005	Photographic print A4 from original source	Y		\$ 55.00		\$ 57.00	Each	Local Government Act 2009	Commercial
LTC006	Photographic print - Larger sizes	Y		POA		POA	Each	Local Government Act 2009	Commercial
LTC007	Digital image from copy	Y		\$ 20.00		\$ 21.00	Each	Local Government Act 2009	Commercial
LTC008	Digital image from original	Y		\$ 36.00		\$ 37.00	Each	Local Government Act 2009	Commercial
LTC	Reproduction fees for commercial use subject to negotiation	Y		POA		POA	Each	Local Government Act 2009	Commercial
LTC009	Research fees (per hour; first hour free)	Y		\$ 60.00		\$ 62.00	Each	Local Government Act 2009	Commercial
LTC	Miscellaneous fees								
LTC010	Interlibrary loan fee (items received from outside the Qld public library network) NB - it's a cost recovery as we only charge what we are charged by lending library	Y		At cost		At cost	At cost	Local Government Act 2009	Commercial
LTC	Invigilation								
LTC011	Exam supervision per hour	Y		\$ 79.00		\$ 82.00	Per hour	Local Government Act 2009	Commercial
LTC	Room Hire Fees - normal Library opening hours								
LTC	Fitzroy Room per hour - standard Library opening hours, other by negotiation	Y		\$ 53.00		\$ 55.00	Per hour	Local Government Act 2009	Commercial
LTC012	Fitzroy Room per day (maximum 8 hours)	Y		\$ 315.00		\$ 328.00	Per day	Local Government Act 2009	Commercial
LTC013	PA System	Y		\$ 53.00		\$ 55.00	Each	Local Government Act 2009	Commercial
LTC	Photocopying, printing single sided								
LTC014	A4 black and white	Y		\$ 0.20		\$ 0.20	Each	Local Government Act 2009	Commercial
LTC015	A3 black and white	Y		\$ 0.40		\$ 0.40	Each	Local Government Act 2009	Commercial
LTC016	A4 colour	Y		\$ 1.00		\$ 1.00	Each	Local Government Act 2009	Commercial
LTC017	A3 colour	Y		\$ 2.00		\$ 2.00	Each	Local Government Act 2009	Commercial
LTC	Library Technology Centre								
LTC018	Hire of training room (including 10PCs & presentation monitor) per day	Y		\$ 400.00		\$ 415.00	Per day	Local Government Act 2009	Commercial
LTC019	Hire of training room (including 21 PCs & presentation monitor) per day	Y		\$ 800.00		\$ 830.00	Per day	Local Government Act 2009	Commercial



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Local Laws									
LLC	Keeping of Animals								
LLC	Application for Approval								
LLC001	Keeping 3 to 10 cats and dogs (animal registration not included)	N		\$ 365.00		\$ 380.00	Per application	Subordinate Local Law 1.5 (Keeping of Animals) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC002	Keeping 3 to 10 cats and dogs - Pensioner (see note 1) (animal registration not included)	N		\$ 245.00		\$ 255.00	Per application	Subordinate Local Law 1.5 (Keeping of Animals) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC003	Keeping more than 10 cats and dogs (animal registration not included)	N		\$ 435.00		\$ 450.00	Per application	Subordinate Local Law 1.5 (Keeping of Animals) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC004	Keeping over 10 cats and dogs (Pensioner (See Note 1) (animal registration not included)	N		\$ 350.00		\$ 360.00	Per application	Subordinate Local Law 1.5 (Keeping of Animals) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC005	Guard Dog	N		\$ 245.00		\$ 255.00	Per application	Subordinate Local Law 1.5 (Keeping of Animals) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC006	All other animals or combination of animals (excluding cats and dogs)	N		\$ 240.00		\$ 250.00	Per application	Subordinate Local Law 1.5 (Keeping of Animals) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC007	Application to Amend Conditions (excludes new animals)	N		\$ 220.00		\$ 225.00	Per application	Subordinate Local Law 1.5 (Keeping of Animals) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC008	Application for Renewal	N		\$ 220.00		\$ 225.00	Per application	Subordinate Local Law 1.5 (Keeping of Animals) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Note: Approvals are not transferrable to other owners or properties								
LLC	Dog Registration								
LLC	Note: All registrations are for a year or part thereof. Evidence of desexing and microchipping must be provided in the form of a veterinarian certificate (or other applicable veterinarian documentation) or a statutory declaration with applicable evidence.								
LLC	Pensioner To be entitled to the pensioner fee, the pensioner must be in receipt of a Centrelink Pension or a Department of Veterans Affairs Pension and hold a current Pensioner Concession Card or Repatriation Health Card - for all conditions.								
LLC	Part Year Registration								
LLC009	Prorata fee applies to animals registered from 1 March to 30 June and is applicable to the first year registration within RRC only (does not apply to renewals or Regulated Dogs)	N	50% of the applicable fee	As assessed	50% of the applicable fee	As Assessed	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Discounted Dog Registration Renewals - Paid on or before 31 August								
LLC010	Desexed (before renewal due date or any non-renewal)	N		\$ 50.00		\$ 52.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC011	Desexed and Microchipped	N		\$ 30.00		\$ 32.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC012	Desexed and Microchipped - 50% fee concession for over 65 (senior) only Note: To be entitled to the over 65 (senior) 50% fee concession, the senior must produce evidence of being over 65.	N		\$ 15.00		\$ 16.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC013	Desexed - Pension Concession Card holders only	N		\$ 5.00		\$ 5.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC014	Desexed and Microchipped - Pension Concession Card holders only	N		\$ 5.00		\$ 5.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC015	Entire animal registration	N		\$ 145.00		\$ 151.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC016	Entire animal registration - Pension Concession Card holders only	N		\$ 82.00		\$ 85.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Dog Registration Renewals - Paid 1 September or after								
LLC017	Desexed (before renewal due date or any non-renewal)	N		\$ 60.00		\$ 62.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC018	Desexed and Microchipped	N		\$ 40.00		\$ 42.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC019	Desexed and Microchipped - 50% fee concession for over 65 (senior) only Note: To be entitled to the over 65 (senior) 50% fee concession, the senior must produce evidence of being over 65.	N		\$ 20.00		\$ 21.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC020	Desexed - Pension Concession Card holders only	N		\$ 5.00		\$ 5.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC021	Desexed and Microchipped - Pension Concession Card holders only	N		\$ 5.00		\$ 5.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC022	Entire animal registration	N		\$ 155.00		\$ 161.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC023	Entire animal registration - Pension Concession Card holders only	N		\$ 92.00		\$ 95.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	New Dog Registration Fees								
LLC024	Desexed (before renewal due date or any non-renewal)	N		\$ 50.00		\$ 52.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC025	Desexed and Microchipped	N		\$ 30.00		\$ 32.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC026	Desexed and Microchipped - 50% fee concession for over 65 (senior) only Note: To be entitled to the over 65 (senior) 50% fee concession, the senior must produce evidence of being over 65.	N		\$ 15.00		\$ 16.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
LLC027	Desexed - Pension Concession Card holders only	N		\$ 5.00		\$ 5.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC028	Desexed and Microchipped - Pension Concession Card holders only	N		\$ 5.00		\$ 5.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC029	Entire animal registration	N		\$ 145.00		\$ 151.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC030	Entire animal registration - Pension Concession Card holders only	N		\$ 82.00		\$ 85.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Other Dog Registration Fees								
LLC031	Assistance Dogs with NGO Certificate - Certificate must be provided	N		Nil		Nil	Exempt	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC032	Puppy fee - registration for a dog up to 6 months old for the first year	N		\$ 45.00		\$ 45.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC033	Entire owned by a member of Canine Control Council - Documentation of membership to be provided.	N	50% of the applicable fee	As assessed	50% of the applicable fee	As Assessed	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC034	Farm Dogs - For rural areas and/or areas 20,000m ² only, must be a Primary Producer and evidence is to be provided.	N		\$ 30.00		\$ 32.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC035	Decommissioned Greyhounds - Must provide evidence that the animal has been decommissioned	N		\$ 30.00		\$ 32.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC036	Decommissioned Greyhounds - Must provide evidence that the animal has been decommissioned. Pension Concession Card holders only	N		\$ 5.00		\$ 5.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC037	Greyhounds - Must hold a current Multiple Animal Permit or DA approval, evidence is to be provided.	N		\$ 520.00		\$ 540.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC038	Multiple Dog Registration - 3 or more dogs owned by one(1) owner only (excludes greyhounds). Must hold current Keeping of Animals permit.	N		\$ 520.00		\$ 540.00	Per owner	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC039	Replacement Registration Tag	N		\$ 15.00		\$ 15.00	Per tag	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC040	Transfer of Registration Between Animals - From a deceased dog to a new dog registration, for the current registration period only, and where a refund has not been given.	N		\$ 18.00		\$ 19.00	Per event	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC041	Transfer of Current Registration from Another Local Government - For the current registration period only, evidence of current registration to be provided.	N		\$ 18.00		\$ 19.00	Per event	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC042	Update Microchipping details	Y		At cost		At cost	Per animal	Animal Management (Cats and Dogs) Act 2008	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
LLC	Regulated Dogs								
LLC043	Internal review (general review application) of an original decision of the Animal Management (Cats and Dogs) Act 2008.	Y		\$ 430.00		\$ 445.00	Per event	Animal Management (Cats and Dogs) Act 2008	Commercial
LLC	Declared Dangerous								
LLC044	Initial Registration - Includes Regulated Dog Management Kit (1 approved tag and 2 approved signs)	N		\$ 520.00		\$ 540.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC046	Annual Registration Renewal - Declared dangerous and in non-compliance with the conditions of keeping and the performance of the dog.	N		\$ 520.00		\$ 540.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC047	Annual Registration Renewal - Declared dangerous dog - subsequent years upon successful performance review and the continuing compliance with the conditions of the declaration.	N		\$ 210.00		\$ 220.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Restricted								
LLC048	Initial Registration - Includes Regulated Dog Management Kit (1 approved tag and 2 approved signs)	N		\$ 520.00		\$ 540.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC049	Annual Registration Renewal - Restricted and in non-compliance with the conditions of keeping and the performance of the dog.	N		\$ 520.00		\$ 540.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC050	Annual Registration Renewal - Restricted dangerous dog - subsequent years upon successful performance review and the continuing compliance with the conditions of the declaration.	N		\$ 210.00		\$ 220.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Menacing								
LLC051	Initial Registration - Includes Regulated Dog Management Kit (1 approved tag and 2 approved signs)	N		\$ 400.00		\$ 415.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC052	Annual Renewal Registration - Declared menacing dog and in non-compliance with the conditions of keeping and the performance of the dog.	N		\$ 400.00		\$ 415.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC053	Annual Renewal Registration - Declared menacing dog (non desexed dog) - subsequent years upon successful performance review and the continuing compliance with the conditions of the declaration.	N		\$ 170.00		\$ 175.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC054	Annual Renewal Registration - Declared menacing dog (desexed dog) - subsequent years upon successful performance review and the continuing compliance with the conditions of the declaration.	N		\$ 135.00		\$ 140.00	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Replacement Signage/Tags (only available to owners of Regulated Dogs)								
LLC055	Sign - Only available to owners of Regulated Dogs	Y		\$ 40.00		\$ 40.00	Per item	Animal Management (Cats and Dogs) Act 2008	Commercial
LLC056	Replacement Regulated Dog Tag - Only available to owners of Regulated Dogs	Y		\$ 10.00		\$ 10.00	Per item	Animal Management (Cats and Dogs) Act 2008	Commercial
LLC057	Regulated dog collars - Only available to owners of Regulated Dogs	Y		\$ 25.00		\$ 25.00	Per item	Animal Management (Cats and Dogs) Act 2008	Commercial
LLC	Overgrown Land (Land Clearing/Slashing)								
LLC058	Overgrown land non-compliance LL3 (Community & Environmental Management) 2011 - Administration fee	Y		\$ 95.00		\$ 100.00	Per allotment	Local Government Act 2009	Commercial
LLC059	Mowing, Slashing or Clean Up of an Overgrown Allotment - following non-compliance with an Overgrown or Unruly Compliance Notice	Y		At cost		At cost	Per allotment	Local Government Act 2009	Commercial
LLC	Commercial Use of Local Government Controlled Areas and Roads								
LLC	Note: All permits/licenses are subject to annual renewal. A copy of the current Public Liability Insurance Cover must accompany application (\$20 Million for Local and State Govt controlled areas).								
LLC	Mobile Roadside Vending (Mobile and Stationary)								
LLC060	Application Fee	N		\$ 260.00		\$ 270.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC061	Annual Licence Renewal Fee	N		\$ 140.00		\$ 145.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Stationary Roadside Vending								
LLC062	Application Fee	N		\$ 260.00		\$ 270.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC063	Annual Renewal Fee	N		\$ 140.00		\$ 145.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
LLC	Footpath Vending								
LLC064	Application Fee (excludes groups constituted for religious, charitable or educational purposes or any not-for-profit)	N		\$ 260.00		\$ 270.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC065	Annual Renewal Fee (excludes groups constituted for religious, charitable or educational purposes or any not-for-profit)	N		\$ 140.00		\$ 145.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Other Commercial use of Roads - Personal transportation devices (including, but not limited to electric scooters, electric bikes, segways, hoverboards and other similar means of personal transportation)								
LLC066	Application Fee	N		\$ 1,500.00		\$ 1,560.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC067	Annual Licence Renewal Fee	N		\$ 950.00		\$ 980.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC068	Occupation Fee	N		\$ 150.00		\$ 155.00	Per device approved under the approval each year	Local Government Act 2009	Commercial
LLC	Other Commercial use of Roads and Local Government Area - General								
LLC069	Short-Term application fee - for a period no longer than 1 month.	N		\$ 40.00		\$ 42.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC070	Application Fee - for a period longer than 1 month.	N		\$ 480.00		\$ 480.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC071	Annual Renewal Fee	N		\$ 400.00		\$ 400.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Busking Street Performing								
LLC072	Application Fee	N		Free		Free	Per application	Subordinate Local Law 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Parking Permits								
LLC073	Parking Permit Application (All types)	N		\$ 135.00		\$ 140.00	Per application	Local Law 5 (Parking) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC074	Annual Permit Renewal Fee	N		\$ 135.00		\$ 140.00	Per application	Local Law 5 (Parking) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Types of parking permits (circumstances in which parking permits may be issued are stated in Subordinate Local Law No. 5 (Parking) 2011: Resident Parking Permit Community Service Organisation Parking Permit Temporary Parking Permit Works Zone Parking Permit Visitor Parking Permit Resident Parking Permit Tourist Vehicle Parking Permit								
LLC	Private Burials Outside a Cemetery								Local Government Act 2009 Part 2, Section 97(2)(a)
LLC075	Application Fee - Burials of Human Remains outside a cemetery	N		\$ 135.00		\$ 140.00	Per application	Subordinate Local Law 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC076	Renewal/Extension Fee	N		\$ 80.00		\$ 85.00	Per application	Subordinate Local Law 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Advertising Devices								
LLC077	Application Fee	N		\$ 135.00		\$ 140.00	Per application	Subordinate Local Law 1.4 (Installation of Advertising Devices) 2019	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC078	Renewal Fee	N		\$ 80.00		\$ 85.00	Per application	Subordinate Local Law 1.4 (Installation of Advertising Devices) 2019	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	General Approval/Permit/Licence fee								
LLC	Note: This permit fee is for an approval permit that are not specifically detailed in the above sections								
LLC079	Short-Term Permit/Approval - Issued for periods up to 1 month	N		\$ 170.00		\$ 175.00	Per application	Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC080	Long-Term Permit/Approval - Issued for periods over 1 month	N	\$170 for the first month plus \$52.00 for each additional month	As assessed	\$170 for the first month plus \$52.00 for each additional month	As Assessed	Per application	Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
LLC	General Approval/Permit/Licence amendments								
LLC081	Major amendment fee (excludes changes to locations of approval)	N		\$ 140.00		\$ 145.00	Per application	Local Law1 (Administration) 2011 Subordinate Local Law 1.5 (Keeping of Animals) 2011 Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011 Subordinate Local Law 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011 Local Law 5 (Parking) 2011 Subordinate Local Law 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011 Subordinate Local Law 1.4 (Installation of Advertising Devices) 2019	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC082	Motor Vehicle Ownership Searches - Conducted to determine ownership of a vehicle e.g. CITEC	Y		At cost		At cost	Per search	State Penalties Enforcement Act 1999 Section14(2)(a)	Commercial
LLC083	Motor Vehicle Ownership Searches: Administration Processing Fee	Y		\$ 30.00		\$ 30.00	Per search	State Penalties Enforcement Act 1999 Section14(2)(a)	Commercial
LLC	Impounding								
LLC084	Impound fee for other materials i.e. boat/ building material	N		\$ 300.00		\$ 310.00	Per impound	Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC085	Impound fee for signs/banners (not on trailers)	N		\$ 85.00		\$ 90.00	Per impound	Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC	Release of Other Impounded Animals								
LLC086	Livestock Cattle & Horses /pony or the like	N		\$ 135.00		\$ 140.00	Per head	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC087	Sustenance Rate for Livestock Cattle & Horses /pony or the like	N		\$ 65.00		\$ 68.00	Per head/Per day	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC088	Livestock Other goats, pigs, sheep, alpacas and the like	N		\$ 55.00		\$ 57.00	Per head	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC089	Sustenance Rate for Livestock other goats, pigs, sheep, alpacas and the like	N		\$ 28.00		\$ 29.00	Per head/Per day	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC090	Other Impounded Animals including aviary and poultry and other domestic pets	N		\$ 15.00		\$ 16.00	Per head	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC091	NLIS device or tag (cattle/sheep/goat/pig)	N		\$ 25.00		\$ 26.00	Per head	Biosecurity Act 2014	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC092	Transport (includes droving, transporting by vehicle or other means of relocating stock)	N		\$ 85.00		\$ 90.00	Per hour	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC093	Vet or other	N		At cost		At cost		Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC	Impounding - Cats and Dogs								
LLC094	1st Impoundment release fee (dogs) - current registration - collected 48 hours	N		No charge		No charge	Per head	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC095	1st Impoundment release fee (cats) - collected within 48 hours	N		No charge		No charge	Per head	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC096	1st Impoundment release fee (dogs) - not registered or registered and not collected within 48 hours	N		\$ 58.00		\$ 60.00	Per head	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC097	1st Impoundment release fee (cats) - not collected within 48 hours	N		\$ 58.00		\$ 60.00	Per head	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC098	Sustenance fee for dog - impounded after 48 hours	N		\$ 10.00		\$ 12.00	Per head/Per day	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC099	Sustenance fee for cat - impounded after 48 hours	N		\$ 5.00		\$ 6.00	Per head/Per day	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC100	Second and subsequent Release Fee (cats and dogs)	N		\$ 80.00		\$ 85.00	Per head	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC101	Microchipped impounded cat or dog before release	N		\$ 39.00		\$ 40.00	Per head	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC102	Desex Fee	N		At cost		At cost		Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC103	Vet or other	N		At cost		At cost		Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC	Seized Dog								
LLC104	Seized dog release fee	N		\$ 115.00		\$ 120.00	Per animal	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC105	Sustenance fee - where dog is not collected within 48 hours of issue of Impound Notice	N		\$ 10.00		\$ 12.00	Per head/Per day	Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC106	Vet or other	N		At cost		At cost		Local Law 2 (Animal Management) 2011	Local Government Act 2009 Part 2, Section 97(2)(d)
LLC	General Animal Control								
LLC107	Cat or Dog Trap Hire - Security deposit, refunded upon return of trap only	Y		\$ 65.00		\$ 68.00	Per service	Local Government Act 2009	Commercial
LLC108	Traps lost, damaged, or not returned	Y		At cost		At cost	Per service	Local Government Act 2009	Commercial
LLC	Refunds - Dog Registration								
LLC109	Note: Dog registration refunds can only be applied for up to and including 28 February within the current registration period. Dog registration amendment form must accompany all dog registration refund requests. Owner must provide adequate relevant proof dependent on the request. i.e. concession card, desexing certificate, microchip certificate, euthanasia certificate, letter issued by a vet, surrender of registration tag, or a statutory declaration.		Difference between amount paid and applicable registration	As assessed	Difference between amount paid and applicable registration	As Assessed			



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
LLC110	Registration Refund for below categories - Desexed & Microchipped Dog - Desexed Dog - Desexed or Desexed and Microchipped Dog - Pension Card Holder	N	Difference between amount paid and applicable registration	As assessed	Difference between amount paid and applicable registration	As Assessed	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC111	Deceased - Owner must provide adequate proof such as a euthanasia certificate, letter issued by a vet, or surrender the registration tag. Refund will not be given where registration has been transferred to another dog.	N	50% of fee paid	As assessed	50% of fee paid	As Assessed	Per animal	Animal Management (Cats and Dogs) Act 2008	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC	Refunds - Applications (Applicable to Local Law Applications only)								
LLC112	Keeping of Animals Approval (renewal applications only) where approval is no longer required due to an animal being deceased within first six months of approval. Permit holder must provide adequate proof such as euthanasia certificate, letter issued by a vet, or surrender the registration tag or a statutory declaration.	N	50% of renewal fee	As assessed	50% of renewal fee	As Assessed	Per application	Subordinate Local Law 1.5 (Keeping of Animals) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC113	If an application is withdrawn within 30 days of lodgement but prior to a request for further information or a decision being made	N	75% of application fee	As assessed	75% of application fee	As Assessed	Per application	Subordinate Local Law 1.5 (Keeping of Animals) 2011 Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011 Subordinate Local Law 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011 Local Law 5 (Parking) 2011 Subordinate Local Law 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011 Subordinate Local Law 1.4 (Installation of Advertising Devices) 2019 Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC114	If an application is withdrawn after a request for further information or extension of the assessment period but prior to a decision being made	N	50% of application fee	As assessed	50% of application fee	As Assessed	Per application	Subordinate Local Law 1.5 (Keeping of Animals) 2011 Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011 Subordinate Local Law 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011 Local Law 5 (Parking) 2011 Subordinate Local Law 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011 Subordinate Local Law 1.4 (Installation of Advertising Devices) 2019 Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)
LLC115	If an application is withdrawn after a decision has been made	N	Nil refund	Nil refund	No refund	Per application		Subordinate Local Law 1.5 (Keeping of Animals) 2011 Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011 Subordinate Local Law 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011 Local Law 5 (Parking) 2011 Subordinate Local Law 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011 Subordinate Local Law 1.4 (Installation of Advertising Devices) 2019 Local Law 1 (Administration) 2011	Local Government Act 2009 Part 2, Section 97(2)(a)



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Commercial	2023/2024 (incl GST) Community	2024/2025 (incl GST) Commercial	2024/2025 (incl GST) Community	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Major Venues									
MJV	COM - Commercial								
MJV	LNFP - RRC Local Not for Profit - these are community organisations benefitting the Rockhampton Regional Council Local Government Area, and the organisation: a. has operating purposes other than to provide goods or services at a profit; b. does not have as its principal objective the generation of profit; c. is not an association or body of members representing entities that have the principal objective of generating a profit; d. does not have in its governing rules, legislation, regulations or constitution, the objective of generating a profit; e. does not pay income tax; f. is not able to transfer ownership or make distributions of surpluses to its members; and g. receives contributions of labour or resources from members or supporters, who do not expect a commensurate pecuniary return.								
MJV	Pilbeam Theatre								
MJV	Venue Costs								
MJV	Base Rental charge of one day or one session as applicable is required in advance of hiring as a security deposit. In the event of cancellation, the security deposit may be refunded at the discretion of the manager. Additional Security deposit may be applied to manage risk related to the event at the discretion of the manager.								
MJV	Claiming as a result of normal use is included in hire charge. An additional charge will be levied for extraordinary cleaning.								
MJV001	Performance Rental (base)	Y	\$ 1,630.00	\$ 860.00	\$ 1,695.00	\$ 894.00	Per session	Local Government Act 2009	Commercial
MJV002	vs Percentage of Net Box Office-Plus GST	Y	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10	Per session	Local Government Act 2009	Commercial
MJV003	Rehearsal and Set-Up	Y	\$ 85.00	\$ 72.00	\$ 88.00	\$ 75.00	Per hour	Local Government Act 2009	Commercial
MJV004	Eisteddfod/ Dance Festival (min. 3hr per session) per hour	Y		\$ 72.00		\$ 75.00	Per hour	Local Government Act 2009	Commercial
MJV005	Fee for Non return of Swipe Card	Y	\$ 32.00	\$ 32.00	\$ 33.00	\$ 33.00	Per card	Local Government Act 2009	Commercial
MJV006	Fee for Non return of Key	Y	\$ 52.50	\$ 52.50	\$ 55.00	\$ 55.00	Per key	Local Government Act 2009	Commercial
MJV007	Fee for "pop-up" shop in foyer for separate entity to hirer	Y	\$ 21.00	\$ 21.00	\$ 22.00	\$ 22.00	Per day	Local Government Act 2009	Commercial
MJV008	Fee for function in Upper Foyer and Balcony if separate entity or exclusive use	Y	POA	POA	POA	POA	Per session	Local Government Act 2009	Commercial
MJV009	Courtyard Foyer exclusive use	Y	POA	POA	POA	POA	Per session	Local Government Act 2009	Commercial
MJV	Front of House and Ancillary Staff								
MJV010	Merchandise Seller per hour	Y	\$ 52.50	\$ 52.50	\$ 55.00	\$ 55.00	Per hour	Local Government Act 2009	Commercial
MJV011	Merchandise Commission	Y	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10	Gross sales	Local Government Act 2009	Commercial
MJV012	Duty Manager per hour	Y	\$ 82.50	\$ 82.50	\$ 86.00	\$ 86.00	Per hour	Local Government Act 2009	Commercial
MJV013	Duty Manager per hour (Sunday and Public Holiday Penalty Rates)	Y	\$ 130.00	\$ 130.00	\$ 135.00	\$ 135.00	Per hour	Local Government Act 2009	Commercial
MJV014	Ushers (up to 6 / performance)	Y	\$ 485.00	\$ 242.50	\$ 500.00	\$ 250.00	Per session	Local Government Act 2009	Commercial
MJV015	Ushers Eisteddfod/ Dance Festival per day	Y		\$ 400.00		\$ 415.00	Per session	Local Government Act 2009	Commercial
MJV016	Additional Cleaning Charges	Y	\$ 72.50	\$ 72.50	\$ 75.00	\$ 75.00	Per hour	Local Government Act 2009	Commercial
MJV	Production Charges								
MJV017	Stage Electricity and Consumables as metered per Kwhr	Y	Per tariff rate	Per tariff rate	Per tariff rate	Per tariff rate	Per unit	Local Government Act 2009	Commercial
MJV018	Use of Grand Piano (Tuning additional)	Y	\$ 275.00	\$ -	\$ 275.00		Per session	Local Government Act 2009	Commercial
MJV019	Production Staff per Hour	Y	\$ 82.50	\$ 82.50	\$ 86.00	\$ 86.00	Per hour	Local Government Act 2009	Commercial
MJV020	Production Staff per Hour (Sunday and Public Holiday Penalty Rates)	Y	\$ 130.00	\$ 130.00	\$ 135.00	\$ 135.00	Per hour	Local Government Act 2009	Commercial
MJV	Venues and Events Box Office Charges								
MJV	All Venues								
MJV021	Event Creation Fee per session	Y	\$ 82.50	\$ 82.50	\$ 86.00	\$ 86.00	Per session	Local Government Act 2009	Commercial
MJV022	Event Creation Fee Eisteddfod/ Dance Festival per total event	Y	\$ 425.00		\$ 440.00		Per session	Local Government Act 2009	Commercial
MJV	Booking Fee								
MJV023	Zero Price Ticket Charges	Y	\$ 0.50	\$ 0.25	\$ 0.50	\$ 0.25	Per unit	Local Government Act 2009	Commercial



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Commercial	2023/2024 (incl GST) Community	2024/2025 (incl GST) Commercial	2024/2025 (incl GST) Community	Charge basis per unit (Optional)	Legislative Authority	Fee Type
MJV024	Credit Card Charge (LNFP charged to Hirer)/COM charged to PATRON in conv. Fee)	Y	At cost	At cost	At cost	At cost		Local Government Act 2009	Commercial
MJV025	Ticket with a net Ticket value < \$25.00	Y	\$ 3.85	\$ 2.85	\$ 3.85	\$ 2.85	Per unit	Local Government Act 2009	Commercial
MJV026	Ticket with a net Ticket value > \$25 and < \$50	Y	\$ 4.35	\$ 2.90	\$ 4.35	\$ 2.90	Per unit	Local Government Act 2009	Commercial
MJV027	Ticket with a net Ticket value > \$50 and < \$100	Y	\$ 5.40	\$ 3.15	\$ 5.40	\$ 3.15	Per unit	Local Government Act 2009	Commercial
MJV028	Ticket with a net Ticket value > \$100	Y	\$ 7.55	\$ 3.95	\$ 7.55	\$ 3.95	Per unit	Local Government Act 2009	Commercial
MJV029	Eisteddfod/ Dance Festival GA Session Ticket	Y		\$ 1.45		\$ 1.45	Per unit	Local Government Act 2009	Commercial
MJV030	Eisteddfod/ Dance Festival Reserved Session Ticket	Y		\$ 1.65		\$ 1.65	Per unit	Local Government Act 2009	Commercial
MJV031	Eisteddfod/ Dance Festival Season Ticket	Y		\$ 2.65		\$ 2.65	Per unit	Local Government Act 2009	Commercial
MJV032	Cancellation Fee (200% of the applicable Booking Fee)	Y					Per unit	Local Government Act 2009	Commercial
MJV033	Refunds and exchanges per ticket	Y	\$ 3.30		\$ 3.30		Per unit	Local Government Act 2009	Commercial
MJV034	Internet Service Fee per ticket	Y	\$ 1.65		\$ 1.65		Per unit	Local Government Act 2009	Commercial
MJV035	Telephone Service Fee per Transaction	Y	\$ 5.40		\$ 5.40		Per unit	Local Government Act 2009	Commercial
MJV036	Ticket Postage Fee - Standard Mail	Y	\$ 3.60		\$ 3.60		Per unit	Local Government Act 2009	Commercial
MJV037	Ticket Postage Fee - Registered Mail	Y	\$ 6.65		\$ 6.65		Per unit	Local Government Act 2009	Commercial
MJV	Rockhampton Showgrounds								
MJV	Base Rental charge of one day or one session as applicable as required in advance of hiring as a security deposit. In the event of cancellation, the security deposit may be refunded at the discretion of the manager. Additional Security deposit may be applied to manage risk related to the event at the discretion of the manager								
MJV	Cleaning as a result of normal use is included in hire charge. An additional charge will be levied for extraordinary cleaning.								
MJV038	Security Deposit - all hirers, (refundable subject to post event inspection)	Y	10% of hire quote	10% of hire quote	10% of hire quote	10% of hire quote	Per booking	Local Government Act 2009	Commercial
MJV	Costs of materials required for events is the responsibility of the hirer								
MJV	All electricity and water is an additional charge to hirer using the facilities								
MJV039	Set-up / Bump-In / Bump-Out/ Dark Day charged at 50% of day rate								
MJV	Please note, that where two or more events are on the grounds, and the first group to confirm their hire requires the events to be separated by a fence, then both hirers will be jointly responsible for the cost of the fence. If it is the second hirer that requires the events be separated by a fence then they shall be solely responsible for the cost of the fence.								
MJV	Showgrounds Hire of Facilities								
MJV040	Whole Showgrounds Hire - includes all toilets except Exhibition Pavilion (excluding privately leased areas)	Y	\$ 5,250.00	\$ 2,625.00	\$ 5,460.00	\$ 2,730.00	Per event day	Local Government Act 2009	Commercial
MJV	Robert Schwarten Pavilions								
MJV041	Robert Schwarten Pavilion Outdoor includes Hide-a-way toilets	Y	\$ 300.00	\$ 150.00	\$ 312.00	\$ 156.00	Per day	Local Government Act 2009	Commercial
MJV042	Robert Schwarten Pavilion Indoor includes external grassed space and adjacent hardstand (includes supply of round tables and folding chairs)	Y	\$ 840.00	\$ 420.00	\$ 874.00	\$ 437.00	Per day	Local Government Act 2009	Commercial
MJV043	Robert Schwarten Pavilion hire of kitchen	Y	\$ 300.00	\$ 150.00	\$ 312.00	\$ 156.00	Per day	Local Government Act 2009	Commercial
MJV044	Robert Schwarten Hard Stand - not available for independent hire can be added to other spaces at the discretion of the manager.	Y	Free	Free	Free	Free	Per day	Local Government Act 2009	Commercial
MJV045	Robert Schwarten Pavilion Breakout Room - Meeting (min. 2hrs)	Y	\$ 65.00	\$ 32.50	\$ 68.00	\$ 34.00	Per hour	Local Government Act 2009	Commercial
MJV046	Robert Schwarten Pavilion Breakout Room - Meeting (max. 6hrs)	Y	\$ 240.00	\$ 120.00	\$ 250.00	\$ 125.00	Per day	Local Government Act 2009	Commercial
MJV	Cattle Sheds								
MJV047	Cattle Sheds Hire (including panels and cattle judging ring)	Y	\$ 360.00	\$ 180.00	\$ 374.00	\$ 187.00	Per day	Local Government Act 2009	Commercial

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MJV048	Cattle Judging Ring - not available for independent hire can be added to other spaces at the discretion of the manager.	Y	\$ 65.00	\$ 32.50	\$ 68.00	\$ 34.00	Per day	Local Government Act 2009	Commercial
MJV049	Exhibition External Space - not available for independent hire can be added to other spaces at the discretion of the manager.	Y	Free	Free	Free	Free	Per day	Local Government Act 2009	Commercial
MJV	Main Arena								
MJV050	Main Arena Hire - includes Grandstand toilets and James Lawrence Toilets	Y	\$ 685.00	\$ 342.50	\$ 712.00	\$ 356.00	Per day	Local Government Act 2009	Commercial
MJV051	Robert Archer Grandstand - includes Grandstand toilets and James Lawrence Toilets (Free with hire of Main Arena)	Y	\$ 275.00	\$ 137.50	\$ 286.00	\$ 143.00	Per day	Local Government Act 2009	Commercial
MJV052	Peoples Bar Hire includes James Lawrence Grandstand toilets (Free with hire of Main Arena)	Y	\$ 300.00	\$ 150.00	\$ 312.00	\$ 156.00	Per day	Local Government Act 2009	Commercial
MJV053	Centre ring - includes nearest available toilets	Y	\$ 210.00	\$ 105.00	\$ 218.00	\$ 109.00	Per day	Local Government Act 2009	Commercial
MJV	Open Spaces								
MJV054	Cromome Area - areas A & B and Rotunda includes Hideaway Toilets and one of Robert Schwarten or James Lawrence Toilets	Y	\$ 685.00	\$ 342.50	\$ 712.00	\$ 356.00	Per day	Local Government Act 2009	Commercial
MJV055	Fairground Area - includes Fairground toilets(Free as parking space for on grounds event)	Y	\$ 400.00	\$ 200.00	\$ 416.00	\$ 208.00	Per day	Local Government Act 2009	Commercial
MJV056	Fairground A	Y	\$ 250.00	\$ 125.00	\$ 260.00	\$ 130.00	Per day	Local Government Act 2009	Commercial
MJV057	Fairground B	Y	\$ 160.00	\$ 80.00	\$ 166.00	\$ 83.00	Per day	Local Government Act 2009	Commercial
MJV058	Fairground C - not available for independent hire can be added to other spaces at the discretion of the manager.	Y	Free	Free	Free	Free	Per day	Local Government Act 2009	Commercial
MJV	Walter Pierce								
MJV059	Walter Pierce Pavilion Hire - includes Walter Pierce External and James Lawrence Toilets (* Please Note Excludes Kitchen)	Y	\$ 525.00	\$ 262.50	\$ 546.00	\$ 273.00	Per day	Local Government Act 2009	Commercial
MJV060	Walter Pierce External - not available for independent hire can be added to other spaces at the discretion of the manager.	Y	Free	Free	Free	Free	Per day	Local Government Act 2009	Commercial
MJV061	Committee Rooms - meeting 2 hour minimum hire	Y	\$ 65.00	\$ 32.50	\$ 68.00	\$ 34.00	Per hour	Local Government Act 2009	Commercial
MJV062	Walter Pierce Kitchen Hire	Y	\$ 160.00	\$ 80.00	\$ 166.00	\$ 83.00	Per day	Local Government Act 2009	Commercial
MJV	James Lawrence Pavilion								
MJV063	James Lawrence full day Hire - includes servery, JL External Space and toilets which may be shared with other hirers (includes supply of rectangle tables and plastic chairs)	Y	\$ 615.00	\$ 307.50	\$ 640.00	\$ 320.00	Per day	Local Government Act 2009	Commercial
MJV064	James Lawrence Room A or B - Function includes kitchen if available	Y	\$ 315.00	\$ 157.50	\$ 328.00	\$ 164.00	Per day	Local Government Act 2009	Commercial
MJV065	James Lawrence either A or B - per hour, minimum 2 hours up to 4.	Y	\$ 65.00	\$ 32.50	\$ 68.00	\$ 34.00	Per hour	Local Government Act 2009	Commercial
MJV066	James Lawrence A External not available for independent hire can be added to other spaces at the discretion of the manager.	Y	Free	Free	Free	Free	Per day	Local Government Act 2009	Commercial
MJV	Other Pavilions								
MJV067	Kele Pavilion Hire includes outdoor Hide-a-way toilets	Y	\$ 300.00	\$ 150.00	\$ 312.00	\$ 156.00	Per day	Local Government Act 2009	Commercial
MJV068	McCarmley Hall Hire (including kitchen and outdoor Hide-a-way toilets)	Y	\$ 210.00	\$ 105.00	\$ 218.00	\$ 109.00	Per day	Local Government Act 2009	Commercial
MJV069	McCarmley Kitchen	Y	\$ 105.00	\$ 52.50	\$ 109.00	\$ 55.00	Per day	Local Government Act 2009	Commercial
MJV	Additional Services and Equipment								
MJV070	Camping (Showgrounds and Victoria Park) - only available when directly related to event on grounds	Y	\$ 28.50	\$ 28.50	\$ 30.00	\$ 30.00	Per night per camp for 2 people	Local Government Act 2009	Commercial
MJV071	portable fence hire - dry hire	Y	\$ 10.00	\$ 10.00	\$ 12.00	\$ 12.00	Per panel	Local Government Act 2009	Commercial
MJV072	Additional General Waste Removal (All hire sites have some waste built in)	Y	At Cost	At Cost	At Cost	At Cost	Per 240l bin per lift	Local Government Act 2009	Commercial
MJV073	Additional Recycle waste removal (All hire sites have some waste built in)	Y	At Cost	At Cost	At Cost	At Cost	Per 240l bin per lift	Local Government Act 2009	Commercial
MJV074	Tables & Chairs set up/pack up staff labour - per hour (penalty rates may apply)	Y	\$ 82.50	\$ 82.50	\$ 86.00	\$ 86.00	Per hour	Local Government Act 2009	Commercial
MJV075	Tables & Chairs set up/pack up staff labour - per hour (Sunday and Public Holiday penalty rates)	Y	\$ 130.00	\$ 130.00	\$ 135.00	\$ 135.00	Per hour	Local Government Act 2009	Commercial
MJV076	Additional Cleaning and Grounds Maintenance Charges (penalty rates may apply)	Y	\$ 75.00	\$ 75.00	\$ 78.00	\$ 78.00	Per hour	Local Government Act 2009	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Commercial	2023/2024 (incl GST) Community	2024/2025 (incl GST) Commercial	2024/2025 (incl GST) Community	Charge basis per unit (Optional)	Legislative Authority	Fee Type
MJV077	Production Staff per hour (penalty rates may apply)	Y	\$ 82.50	\$ 82.50	\$ 86.00	\$ 86.00	Per hour	Local Government Act 2009	Commercial
MJV078	Production Staff per hour (Sunday and public holiday penalty rates)	Y	\$ 130.00	\$ 130.00	\$ 135.00	\$ 135.00	Per hour	Local Government Act 2009	Commercial
MJV079	Additional Chair Hire for tradeshow, expos etc.	Y	POA	POA	POA	POA	Per chair	Local Government Act 2009	Commercial
MJV080	Additional 6ft rectangle Tables for tradeshow, expo's etc.	Y	POA	POA	POA	POA	Per table	Local Government Act 2009	Commercial
MJV081	Round Tables and matching chairs	Y	POA	POA	POA	POA	Per table & 8-10 chairs	Local Government Act 2009	Commercial
MJV082	Stage	Y	POA	POA	POA	POA	Each	Local Government Act 2009	Commercial
MJV083	Additional Catering Equipment / Cutlery and Crockery	Y	POA	POA	POA	POA		Local Government Act 2009	Commercial
MJV084	Portable Grand Stands included in hire to first user any position and relocation costs borne by hirer	Y	POA	POA	POA	POA		Local Government Act 2009	Commercial
MJV	Community Event - An event that is not regular in nature (more than twice per year), that provides a community benefit to the Rockhampton Region and is not for profit and/or where all money raised is provided to a community organisation in the Rockhampton Region. Community Organisation - an entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit. All mandatory and supporting documentation must be provided to confirm booking.								
MJV	Mount Morgan Showgrounds								
MJV	Venue Costs								
MJV	Base Rental charge of one day or one session as applicable as required in advance of hiring as a security deposit. In the event of cancellation, the security deposit may be refunded at the discretion of the manager. Additional Security deposit may be applied to manage risk related to the event at the discretion of the manager								
MJV	Cleaning as a result of normal use is included in hire charge. An additional charge will be levied for extraordinary cleaning.								
MJV085	Security deposit - all hirers, (refundable subject to post event inspection)	Y	10% of hire quote		10% of hire quote		Per booking	Local Government Act 2009	Commercial
MJV086	Hire of Grounds and Buildings (not covered by long term lease)	Y	\$ 840.00	\$ 420.00	\$ 874.00	\$ 437.00	Per day	Local Government Act 2009	Commercial
MJV087	Main Arena Hire	Y	\$ 220.00	\$ 110.00	\$ 229.00	\$ 114.00	Per day	Local Government Act 2009	Commercial
MJV088	Building Hire	Y	\$ 95.00	\$ 47.50	\$ 99.00	\$ 49.00	Per day	Local Government Act 2009	Commercial
MJV	Rockhampton Music Bowl								
MJV	Venue Costs								
MJV	Base Rental charge of one day or one session as applicable as required in advance of hiring as a security deposit. In the event of cancellation, the security deposit may be refunded at the discretion of the manager. Additional Security deposit may be applied to manage risk related to the event at the discretion of the manager								
MJV	Cleaning as a result of normal use is included in hire charge. An additional charge will be levied for extraordinary cleaning.								
MJV	Walter Reid Cultural Centre								
MJV	Base Rental charge of one day or one session as applicable as required in advance of hiring as a security deposit. In the event of cancellation, the security deposit may be refunded at the discretion of the manager. Additional Security deposit may be applied to manage risk related to the event at the discretion of the manager								
MJV	Cleaning as a result of normal use is included in hire charge. An additional charge will be levied for extraordinary cleaning.								
MJV089	Security Deposit- all hirers, (refundable subject to post event inspection)	Y	10% of hire quote		10% of hire quote		Per booking	Local Government Act 2009	Commercial
MJV	Bump in/out/dark 50% of applicable rate								
MJV090	PA System	Y	POA	POA	POA	POA	Per hire daily	Local Government Act 2009	Commercial
MJV091	Equipment & furniture set-up fee (if required by hirer)	Y	\$ 82.50	\$ 82.50	\$ 86.00	\$ 86.00	Per hour	Local Government Act 2009	Commercial
MJV092	Equipment & furniture set-up fee (if required by hirer Sunday and Public Holiday penalty rates)	Y	\$ 130.00	\$ 130.00	\$ 135.00	\$ 135.00	Per hour	Local Government Act 2009	Commercial
MJV	Weekly hire - 7 days at cost of 6 days								



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Commercial	2023/2024 (incl GST) Community	2024/2025 (incl GST) Commercial	2024/2025 (incl GST) Community	Charge basis per unit (Optional)	Legislative Authority	Fee Type
MJV	Auditorium								
MJV093	Standard	Y	\$ 420.00	\$ 340.00	\$ 437.00	\$ 354.00	Per day	Local Government Act 2009	Commercial
MJV094	Per Hour (Minimum 2 hours)	Y	\$ 65.00	\$ 52.00	\$ 68.00	\$ 54.00	Per hour	Local Government Act 2009	Commercial
MJV095	Technical Staff (if required)	Y	\$ 82.50	\$ 82.50	\$ 86.00	\$ 86.00	Per hour	Local Government Act 2009	Commercial
MJV096	Technical Staff (if required Sunday and Public Holiday penalty rates)	Y	\$ 130.00	\$ 130.00	\$ 135.00	\$ 135.00	Per hour	Local Government Act 2009	Commercial
MJV097	Bio Room Reset Charge	Y	\$ 82.50		\$ 86.00		Per use period	Local Government Act 2009	Commercial
MJV098	Bio Room Reset Charge (Sunday and Public Holiday penalty rates)	Y	\$ 130.00		\$ 135.00		Per use period	Local Government Act 2009	Commercial
MJV	Auditorium + Kiosk								
MJV099	Standard (1 hour Technical staff charge for access to Bio Room)	Y	\$ 500.00	\$ 405.00	\$ 520.00	\$ 421.00	Per day	Local Government Act 2009	Commercial
MJV	Gallery								
MJV100	Normal (commercial hires, no commission on sales)	Y	\$ 760.00	\$ 608.00	\$ 790.00	\$ 632.00	Per week	Local Government Act 2009	Commercial
MJV101	Fri to Sun (% of applicable weekly rate)	Y	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25	Per day	Local Government Act 2009	Commercial
MJV102	Mon to Thu (% of applicable weekly rate)	Y	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	Per day	Local Government Act 2009	Commercial
MJV103	Tenant Organisation Concession (+ 10% commission on sales)	Y	\$ 300.00	\$ 300.00	\$ 312.00	\$ 312.00	Per week	Local Government Act 2009	Commercial
MJV104	Tenant Organisation Reid Shop (25% commission only)	Y	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25	Per sale	Local Government Act 2009	Commercial
MJV105	Front Gallery	Y	\$ 210.00	\$ 170.00	\$ 218.00	\$ 177.00	Per week	Local Government Act 2009	Commercial
MJV106	Tenant Organisation - 2 weeks per calendar year. No sales allowed.	Y	Free	Free	Free	Free		Local Government Act 2009	Commercial
MJV	Kiosk								
MJV107	Standard	Y	\$ 105.00	\$ 84.00	\$ 109.00	\$ 87.00	Per day	Local Government Act 2009	Commercial
MJV108	Per Hour (min 2 hours)	Y	\$ 35.00	\$ 28.00	\$ 36.00	\$ 29.00	Per hour	Local Government Act 2009	Commercial
MJV	Rita Kershaw Meeting Room								
MJV109	Per Hour (min 2 hours)	Y	\$ 35.00	\$ 28.00	\$ 36.00	\$ 29.00	Per hour	Local Government Act 2009	Commercial
MJV110	Standard	Y	\$ 130.00	\$ 104.00	\$ 135.00	\$ 108.00	Per day	Local Government Act 2009	Commercial
MJV	62 Victoria Parade (Old Art Gallery)								
MJV	Meeting Room Rates								
MJV111	Gold Room (70 SQM) including AV, furniture	Y	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	Per hour	Local Government Act 2009	Commercial
MJV112	Gold Room (70 SQM) including AV, furniture	Y	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	Half day (4 hours)	Local Government Act 2009	Commercial
MJV113	Gold Room (70 SQM) including AV, furniture	Y	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	Per day (8 hours)	Local Government Act 2009	Commercial
MJV114	Range Room (77 SQM) including AV, furniture	Y	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	Per hour	Local Government Act 2009	Commercial
MJV115	Range Room (77 SQM) including AV, furniture	Y	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	Half day (4 hours)	Local Government Act 2009	Commercial
MJV116	Range Room (77 SQM) including AV, furniture	Y	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	Per day (8 hours)	Local Government Act 2009	Commercial
MJV117	Anderson Room (80 SQM) including AV, furniture	Y	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	Per hour	Local Government Act 2009	Commercial
MJV118	Anderson Room (80 SQM) including AV, furniture	Y	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	Half day (4 hours)	Local Government Act 2009	Commercial
MJV119	Anderson Room (80 SQM) including AV, furniture	Y	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	Per day (8 hours)	Local Government Act 2009	Commercial
MJV120	Beatrice Hutton (35 SQM) including AV, furniture	Y	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	Per hour	Local Government Act 2009	Commercial
MJV121	Beatrice Hutton (35 SQM) including AV, furniture	Y	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	Half day (4 hours)	Local Government Act 2009	Commercial
MJV122	Beatrice Hutton (35 SQM) including AV, furniture	Y	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	Per day (8 hours)	Local Government Act 2009	Commercial
MJV	Rehearsal Room Rates								
MJV123	Gold Room (70 SQM) not including AV, or furniture	Y	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	Per hour	Local Government Act 2009	Commercial
MJV124	Gold Room (70 SQM) not including AV, or furniture	Y	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	Half day (4 hours)	Local Government Act 2009	Commercial
MJV125	Gold Room (70 SQM) not including AV, or furniture	Y	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	Per day (8 hours)	Local Government Act 2009	Commercial
MJV126	Range Room (77 SQM) not including AV, or furniture	Y	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	Per hour	Local Government Act 2009	Commercial
MJV127	Range Room (77 SQM) not including AV, or furniture	Y	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	Half day (4 hours)	Local Government Act 2009	Commercial
MJV128	Range Room (77 SQM) not including AV, or furniture	Y	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	Per day (8 hours)	Local Government Act 2009	Commercial
MJV129	Anderson Room (80 SQM) not including AV, or furniture	Y	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	Per hour	Local Government Act 2009	Commercial
MJV130	Anderson Room (80 SQM) not including AV, or furniture	Y	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	Half day (4 hours)	Local Government Act 2009	Commercial
MJV131	Anderson Room (80 SQM) not including AV, or furniture	Y	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	Per day (8 hours)	Local Government Act 2009	Commercial
MJV132	Beatrice Hutton (35 SQM) not including AV, or furniture	Y	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	Per hour	Local Government Act 2009	Commercial
MJV133	Beatrice Hutton (35 SQM) not including AV, or furniture	Y	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	Half day (4 hours)	Local Government Act 2009	Commercial





Fee Number	Item name	GST Authority	2023/2024 (incl GST) Commercial	2023/2024 (incl GST) & Community	2024/2025 (incl GST) Commercial	2024/2025 (incl GST) & Community	Charge basis per unit (Optional)	Legislative Authority	Fee Type
MJV134	Beatrice Hutton (35 SQM) not including AV, or furniture	Y	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	Per day (8 hours)	Local Government Act 2009	Commercial
MJV	<p>Community Event - An event that is not regular in nature (more than twice per year), that provides a community benefit to the Rockhampton Region and is not for profit and/or where all money raised is provided to a community organisation in the Rockhampton Region.</p> <p>Community Organisation - an entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit.</p> <p>All mandatory and supporting documentation must be provided to confirm booking.</p>								

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Maps									
MAP	GIS Mapping Products								
MAP	Map Printed - Preconfigured and customised maps.								
MAP001	A4 SIZE	Y		\$ 19.50		\$ 20.00	Each	Local Government Act 2009	Commercial
MAP002	A3 SIZE	Y		\$ 32.80		\$ 34.00	Each	Local Government Act 2009	Commercial
MAP003	A2 SIZE	Y		\$ 52.20		\$ 54.00	Each	Local Government Act 2009	Commercial
MAP004	A1 SIZE	Y		\$ 78.60		\$ 82.00	Each	Local Government Act 2009	Commercial
MAP005	A0 SIZE	Y		\$ 112.60		\$ 117.00	Each	Local Government Act 2009	Commercial
MAP	Hourly Rate - Customised mapping products and data creation								
MAP006	GIS Consultancy	Y		\$ 157.30		\$ 164.00	Minimum 1 Hr	Local Government Act 2009	Commercial
MAP	Road Register/Street Maps								
MAP007	A4 whole of Council road register booklet	N		\$ 69.90		\$ 73.00	Each	Local Government Act 2009	Part 2, Section 97(2)(c)
MAP008	A0 township street index	N		\$ 69.90		\$ 73.00	Each	Local Government Act 2009	Part 2, Section 97(2)(c)
MAP	LIDAR Products - per tile								
MAP009	Contours. Per tile 1 Sq Km	Y		\$ 12.70		\$ 13.00	Per square km	Local Government Act 2009	Commercial
MAP010	Contours. Per tile 2 Sq Km	Y		\$ 49.70		\$ 52.00	Per square km	Local Government Act 2009	Commercial
MAP011	DEM 1m grid (xyz) 1 Sq Km	Y		\$ 10.60		\$ 11.00	Per square km	Local Government Act 2009	Commercial
MAP012	DEM 1m grid (xyz) 2 Sq Km	Y		\$ 38.20		\$ 40.00	Per square km	Local Government Act 2009	Commercial
MAP013	LAS 1 Sq Km	Y		\$ 31.20		\$ 32.00	Per square km	Local Government Act 2009	Commercial
MAP014	LAS 2 Sq Km	Y		\$ 121.30		\$ 126.00	Per square km	Local Government Act 2009	Commercial
MAP015	Convert contours files to dxf.dwg	Y		\$ 12.70		\$ 13.00	Each tile	Local Government Act 2009	Commercial
MAP	Aerial Imagery								
MAP016	Aerial Imagery < 100ha	Y		\$ 3.90		\$ 4.00	Per Ha	Local Government Act 2009	Commercial
MAP017	Aerial Imagery > 100ha	Y		\$ 52.50		\$ 55.00	Per 1km2	Local Government Act 2009	Commercial
MAP	Data Extraction								
MAP018	Sewer layers	Y		\$ 0.20		\$ 0.21	Per Ha	Local Government Act 2009	Commercial
MAP019	Water layers	Y		\$ 0.20		\$ 0.21	Per Ha	Local Government Act 2009	Commercial
MAP020	Effluent layers	Y		\$ 0.20		\$ 0.21	Per Ha	Local Government Act 2009	Commercial
MAP021	Stormwater layers	Y		\$ 0.20		\$ 0.21	Per Ha	Local Government Act 2009	Commercial
MAP022	Road layers	Y		\$ 0.20		\$ 0.21	Per Ha	Local Government Act 2009	Commercial
MAP023	Contours (Custom Extraction)	Y		POA		POA	Per Ha	Local Government Act 2009	Part 2, Section 97(2)(c)
MAP	Digital Data Media								
MAP024	Supply DVD/USB up to 4.5GB	Y		\$ 17.10		\$ 18.00	Per DVD/USB	Local Government Act 2009	Commercial
MAP025	Supply external Hard Drive (500GB)	Y		\$ 130.00		\$ 135.00	Each	Local Government Act 2009	Commercial
MAP	Hourly Rate / Data Handling								
MAP026	GIS Staff time	Y		\$ 157.30		\$ 164.00	Minimum 1 Hr	Local Government Act 2009	Commercial
MAP027	Data Handling Charge (Lidar only)	Y		\$ 63.40		\$ 66.00	Each	Local Government Act 2009	Commercial
MAP	* All GIS data is subject to Rockhampton Regional Council's Standard Terms for Access to Digital Data Products, Intellectual Property Rights and the discretion of the Assets & GIS Co-ordinator.								



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Commercial	2023/2024 (incl GST) Community	2024/2025 (incl GST) Commercial	2024/2025 (incl GST) Community	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Parks, Sport, and Recreation									
PAR	Botanic Gardens								
PAR001	Rental fee for use of electrical service at Botanic Gardens	Y	\$ 28.00	No charge	\$ 29.00	No charge	Per function	Local Government Act 2009	Commercial
PAR	RBGZ Education & Tours								
PAR002	School Tours - Guided School Tours - up to 30 students	Y	Price on Request	Price on Request	Price on Request	Price on Request	Per student	Local Government Act 2009	Commercial
PAR003	General Tours - Minimum Charge - minimum number of people 5 - maximum number of people 30	Y	Price on Request	Price on Request	Price on Request	Price on Request	Per Person	Local Government Act 2009	Commercial
PAR	Kershaw Gardens								
PAR004	Rental fee for use of electrical service at Kershaw Gardens	Y	\$ 28.00	No charge	\$ 29.00	No charge	Per function	Local Government Act 2009	Commercial
PAR	RBGZ Education & Tours								
PAR005	School Tours - Guided School Tours - up to 30 students	Y	Price on Request	Price on Request	Price on Request	Price on Request	Per student	Local Government Act 2009	Commercial
PAR007	General Tours - Minimum Charge - minimum number of people 5 - maximum number of people 30	Y	Price on Request	Price on Request	Price on Request	Price on Request	Per Person	Local Government Act 2009	Commercial
PAR	Cedric Archer Park								
PAR008	Rental fee for use of electrical service at Cedric Archer Park	Y	\$ 28.00	No charge	\$ 29.00	No charge	Per function	Local Government Act 2009	Commercial
PAR	RBGZ Education & Tours								
PAR009	School Tours - Guided School Tours - up to 30 students	Y	Price on Request	Price on Request	Price on Request	Price on Request	Per student	Local Government Act 2009	Commercial
PAR010	General Tours - Minimum Charge - minimum number of people 5 - maximum number of people 30	Y	Price on Request	Price on Request	Price on Request	Price on Request	Per Person	Local Government Act 2009	Commercial
PAR	Friends of the Gardens								
PAR011	Individual Initial Membership Fee	Y	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	Per Person	Local Government Act 2009	Commercial
PAR012	Annual Membership Fee	Y	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	Per annum / Per Person	Local Government Act 2009	Commercial
PAR	Rockhampton Plant Nursery								
PAR013	Nursery Plant Hire - Per Plant	Y	\$ 15.00	\$ 15.00	\$ 16.00	\$ 16.00	Per plant	Local Government Act 2009	Commercial
PAR014	Nursery Plant Hire - Delivery / Pick Up	Y	\$ 134.00	\$ 134.00	\$ 139.00	\$ 139.00	Per service	Local Government Act 2009	Commercial
PAR015	Security Bond (external hire)	Y	\$ 256.00	\$ 256.00	\$ 266.00	\$ 266.00	Per service	Local Government Act 2009	Commercial
PAR016	Nursery Plant Hire by NFP or Community Service group - delivery and pick-up by group	Y	No charge	No charge	No charge	No charge	Per plant	Local Government Act 2009	Commercial
PAR	Parks Minor Private Works								
PAR017	Where work will be carried out by Council for a private person - Charge as per Council's estimate of cost which is to include standard on-costs applicable to Private Works.	Y	Quote	Quote	Quote	Quote	Per service	Local Government Act 2009	Commercial
PAR	Parks, Properties and Structures								
PAR	Usage Charges for Sport and Recreation Clubs and Associations								
PAR	Consumables (power for field lighting) will be billed to the user, as outlined in permit for use								
PAR018	Building Site leased by organisation (unless there is an existing lease agreement)	Y	\$ 671.00	\$ 671.00	\$ 698.00	\$ 698.00	Per annum	Local Government Act 2009	Commercial
PAR019	Council owned multipurpose building (use)	Y	\$ 2,215.00	\$ 2,215.00	\$ 2,304.00	\$ 2,304.00	Per annum	Local Government Act 2009	Commercial
PAR020	Extra Mowing Service required	Y	\$ 196.00	\$ 196.00	\$ 204.00	\$ 204.00	Per request	Local Government Act 2009	Commercial
PAR	Park Hire Charges - Private Ceremony / Celebration (Parks & Reserves, etc.)								
PAR021	Botanic Gardens (all bookings will incur an additional \$45.00 Application Fee per booking)	Y	\$ 226.00	\$ 226.00	\$ 235.00	\$ 235.00	Per wedding	Local Government Act 2009	Commercial
PAR022	Kershaw Gardens (all bookings will incur an additional \$45.00 Application Fee per booking)	Y	\$ 226.00	\$ 226.00	\$ 235.00	\$ 235.00	Per wedding	Local Government Act 2009	Commercial
PAR023	Cedric Archer Park (all bookings will incur an additional \$45.00 Application Fee per booking)	Y	\$ 226.00	\$ 226.00	\$ 235.00	\$ 235.00	Per wedding	Local Government Act 2009	Commercial
PAR024	All other Parks (all bookings will incur an additional \$45.00 Application Fee per booking)	Y	\$ 134.00	\$ 134.00	\$ 139.00	\$ 139.00	Per wedding	Local Government Act 2009	Commercial
PAR	Park Hire Charges - temporary event								
PAR025	Park Hire - Temporary Event Private Individual (any park). Security deposit may be required depending on the location, the nature of the event/activity and any prior bookings. (all bookings may incur an additional \$45.00 Application Fee per booking)	Y	No charge plus No charge for bin provision & collection	No charge plus No charge for bin provision & collection	No charge plus No charge for bin provision & collection	No charge plus No charge for bin provision & collection	Per day	Local Government Act 2009	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) \$ Commercial	2023/2024 (incl GST) \$	2024/2025 (incl GST) \$ Commercial	2024/2025 (incl GST) \$ Community	Charge basis per unit (Optional)	Legislative Authority	Fee Type
PAR026	Park Hire - Temporary Event Community Group / Non-Commercial and/or Not-for Profit Use (conditions apply) (any park, includes access to and consumption of electricity, mowing or maintenance service as required - bin provision and collection extra). Security deposit may be required depending on the location, the nature of the event/activity and any prior bookings. All bookings will incur an additional assessment fee \$100 (50% of the assessment fee applies to not-for -profit community groups)	Y	\$ 253.00	\$ 253.00	\$ 263.00	\$ 253.00	Per day	Local Government Act 2009	Commercial
PAR	* Community Event - An event that is not regular in nature (more than twice per year), that provides a community benefit to the Rockhampton Region and is not for profit and/or where all money raised is provided to a community organisation in the Rockhampton Region. Community Organisation - an entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit. All mandatory and supporting documentation must be provided to confirm booking. * Local Not-for -Profit Community Organisation (LNFP) A Community Organisation benefitting the Rockhampton Regional Council Local Government Area, and the organisation: i. has operating purposes other than to provide goods or services at a profit; ii. does not have as its principal objective the generation of profit; iii. is not an association or body of members representing entities that have the principal objective of generating a profit; iv. does not have in its governing rules, legislation, regulations or constitution, the objective of generating a profit; v. does not pay income tax; vi. is not able to transfer ownership or make distributions of surpluses to its members; and vii. receives contributions of labour or resources from members or supporters, who do not expect a commensurate pecuniary return.								
PAR	Park Hire Charges - All other hires								
PAR027	Parks utilised for commercial and or major events i.e. circuses, concerts, festivals (not limited to) Security deposit may be required depending on the location, the nature of the event/activity and any prior bookings. All bookings will incur an additional assessment fee \$100 (50% of the assessment fee applies to not-for -profit community groups)	Y	\$ 629.00	\$ 629.00	\$ 654.00	\$ 654.00	Per day	Local Government Act 2009	Commercial
PAR028	Security deposit for temporary event (as per the assessment matrix)	Y	POA	POA	POA	POA	Per event	Local Government Act 2009	Commercial
PAR029	Rowing Course - Fitzroy River * Fee described only applies to the first install & removal for the respective rowing season. * If a second application to install & remove the rowing course is received in the same rowing season, price will be on application.	Y	10% of installation costs	10% of installation & Removal costs	10% of installation costs	10% of installation & Removal costs	Per service	Local Government Act 2009	Commercial
PAR	Hire Charge								
PAR030	NRM Water Trailer - Refundable Deposit /Bond fee	N	\$ 311.00	\$ 311.00	\$ 323.00	\$ 323.00	Per loan	Local Government Act 2009	Commercial
PAR031	NRM Water Trailer	Y	\$ 27.00	\$ 27.00	\$ 28.00	\$ 28.00	Per day	Local Government Act 2009	Commercial
PAR032	NRM Water Trailer	Y	\$ 125.00	\$ 125.00	\$ 130.00	\$ 130.00	Per Week	Local Government Act 2009	Commercial
PAR033	NRM Water Trailer - Late Return Fee	Y	\$ 38.00	\$ 38.00	\$ 40.00	\$ 40.00	Per Day for Each Day Overdue	Local Government Act 2009	Commercial
PAR034	NRM Tools Trailer - Refundable Deposit/Bond fee	Y	\$ 311.00	\$ 311.00	\$ 323.00	\$ 323.00	Per loan	Local Government Act 2009	Commercial
PAR035	NRM Tools Trailer	Y	\$ 27.00	\$ 27.00	\$ 28.00	\$ 28.00	Per day	Local Government Act 2009	Commercial
PAR036	NRM Tools Trailer	Y	\$ 125.00	\$ 125.00	\$ 130.00	\$ 130.00	Per Week	Local Government Act 2009	Commercial
PAR037	NRM Tools Trailer - Late Return Fee	Y	\$ 38.00	\$ 38.00	\$ 40.00	\$ 40.00	Per Day for Each Day Overdue	Local Government Act 2009	Commercial
PAR	Mount Morgan Squash Court Hire								
PAR038	Single Court hire cost	Y			\$ 8.00	\$ 8.00	Per hour	Local Government Act 2009	Commercial
PAR039	Two Court hire cost	Y			\$ 12.00	\$ 12.00	Per Hour	Local Government Act 2009	Commercial
PAR040	Half Day Rate (4 hrs), two courts	Y			\$ 20.00	\$ 20.00	4 hours	Local Government Act 2009	Commercial
PAR	Storage Space Hire								
PAR041	Community Storage Space Hire	Y			POA	POA	Per square metre	Local Government Act 2009	Commercial
PAR	Available to Incorporated/non-for-profit Community Organisations requiring access to short-medium term storage								





Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Property Searches									
PRP	Searches								
PRP001	Financial Rates Records Search (5 day turnaround)	N		\$ 124.00		\$ 129.00	Per assessment	Local Government Act 2009	Part 2, Section 97(2)(c)
PRP002	Financial Rates Records Search - Urgent (2 day turnaround)	N		\$ 174.00		\$ 181.00	Per assessment	Local Government Act 2009	Part 2, Section 97(2)(c)
PRP	Water Meter Reading								
PRP003	Special Water Meter Reading (Onsite inspection)	N		\$ 114.00		\$ 119.00	Per property	Local Government Act 2009	Part 2, Section 97(2)(c)
PRP004	Road & Drainage, Resumption or Realignment Details	N		\$ 40.00		\$ 42.00	Per property	Local Government Act 2009	Part 2, Section 97(2)(c)
PRP	Other								
PRP005	Copy of Historic Rate Notice (older than current financial year)	N		\$ 17.00		\$ 18.00	Per page	Local Government Act 2009	Part 2, Section 97(2)(c)
PRP006	Statement of Rates Charges & Payments - data available from 2009/10 onwards	N		\$ 60.00		\$ 62.00	Per request	Local Government Act 2009	Part 2, Section 97(2)(c)
PRP007	Payment Dishonoured Fee - Australia Post	Y	Actual Cost forwarded to client	As assessed	Actual Cost forwarded to client	As assessed	Each	Local Government Act 2009	Commercial
PRP	Leasing Fees								
PRP008	Request for Extinguishment or amend Council easement	N		New		\$ 450.00	Per application	Local Government Act 2009	Commercial
PRP009	New Lease Application - Telecommunication Site	N		New		\$ 1,500.00	Per application	Local Government Act 2009	Commercial
PRP010	Request for Consent/Part C Form LA30 – State Land Application under the Land Act 1994	N		New		\$ 220.00	Per application	Local Government Act 2009	Commercial
PRP011	Licence/Trustee Permit to Occupy Council Owned/Controlled Land temporarily for a construction set down area, or similar (maximum period of 12 months).	N		New		\$ 750.00	Per month	Local Government Act 2009	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Public Health and Environment									
PUH	Food Act 2006								
PUH	Food Business Licence Application Only (i.e. no Food Safety Program)								
PUH001	Category 1 - Businesses with breakfast preparation only (as part of accommodation activity), fruit and vegetable cutting only, ice-cream only, food vehicles and home base food businesses manufacturing non-potentially hazardous foods only, drinking-water carriers and food stores with pies or similar only (excluding short term food businesses)	N		\$ 540.00		\$ 562.00	Per application	Food Act 2006	Section 31 & 85
PUH002	Category 2 - Hotels, resorts, restaurants, clubs, supermarkets and similar medium-large premises, takeaway food bars, cafes, bakeries, small convenience stores and similar small-medium premises, food vehicles and home based food businesses manufacturing potentially hazardous food (excluding short term food businesses)	N		\$ 845.00		\$ 879.00	Per application	Food Act 2006	Section 31 & 85
PUH003	Category 3 - Large supermarkets (excluding short term food businesses)	N		\$ 1,110.00		\$ 1,154.00	Per application	Food Act 2006	Section 31 & 85
PUH004	Short term food business (up to 52 days/year) in the RRC local government area	N		\$ 95.00		\$ 99.00	Per application	Food Act 2006	Section 31 & 85
PUH	Food Business Licence Application with Food Safety Program								
PUH005	Category 1 - Excluding short term food businesses	N		\$ 1,190.00		\$ 1,238.00	Per application	Food Act 2006	Section 31, 85 & 102
PUH006	Category 2 - Excluding short term food businesses	N		\$ 1,495.00		\$ 1,555.00	Per application	Food Act 2006	Section 31, 85 & 102
PUH007	Category 3 - Excluding short term food businesses	N		\$ 1,760.00		\$ 1,830.00	Per application	Food Act 2006	Section 31, 85 & 102
PUH008	Short term food business	N		\$ 745.00		\$ 775.00	Per application	Food Act 2006	Section 31, 85 & 102
PUH	Annual Food Business Licence Renewal								
PUH009	Category 1	N		\$ 205.00		\$ 213.00	Per application	Food Act 2006	Section 31 & 85
PUH010	Category 2	N		\$ 360.00		\$ 374.00	Per application	Food Act 2006	Section 31 & 85
PUH011	Category 3	N		\$ 500.00		\$ 520.00	Per application	Food Act 2006	Section 31 & 85
PUH	Food Business Licence Restoration - Restoration of lapsed licence due to non-renewal.								
PUH012	Category 1	N		\$ 310.00		\$ 322.00	Per application	Food Act 2006	Section 31 & 85
PUH013	Category 2	N		\$ 465.00		\$ 483.00	Per application	Food Act 2006	Section 31 & 85
PUH014	Category 3	N		\$ 600.00		\$ 629.00	Per application	Food Act 2006	Section 31 & 85
PUH	Food Business Licence Amendment								
PUH015	Amendment of licence details - Licensee name, contact details etc.	N		\$ 105.00		\$ 109.00	Per application	Food Act 2006	Section 31 & 85
PUH016	Amendment of premises location - Full assessment of premises for new location.	N			Refer to relevant food business licence application fee		Per application	Food Act 2006	Section 31 & 85
PUH017	Application for minor material alteration of premises - Minor material amendments to food business premises.	N	25% of application fee for relevant food business licence - Category 1 \$135, Category 2 \$212 and Category 3 \$276	as assessed	25% of application fee for relevant food business licence - Category 1 \$140, Category 2 \$220, Category 3 \$288	as assessed	Per assessment	Food Act 2006	Section 31 & 85
PUH018	Application for major material alteration of premises - Major material amendments to food business premises	N	75% of application fee for relevant food business licence - category 1 \$405 category 2 \$634 category 3 \$833	as assessed	75% of application fee for relevant food business licence Category 1 \$420, Category 2 \$659, Category 3 \$865	as assessed	Per assessment	Food Act 2006	Section 31 & 85
PUH019	Application for Accreditation of a Food Safety Program only	N		\$ 650.00		\$ 676.00	Per application	Food Act 2006	Section 31 & 85

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
PUH020	Application for Amendment of an Accredited Food Safety Program	N	\$ 115 to a maximum of the accreditation fee \$650	as assessed	\$120 to a maximum of the accreditation fee \$676	as assessed	Per hour	Food Act 2006	Section 31 & 85
PUH021	Food Safety Audit/ non conformance audit	N		\$ 133.00		\$ 138.00	Per hour	Food Act 2006	Section 31 & 85
PUH022	LG Food Safety - Non-Conformance - Audit (Council following 3 non compliant audit reports)	N		\$ 115.00		\$ 120.00	Per hour	Food Act 2006	Section 31 & 85
PUH023	Additional Inspections	N		\$ 115.00		\$ 120.00	Per hour	Food Act 2006	Section 31
PUH	Environmental Protection Act 1994 & Planning Act 2016								
PUH024	Application for assessment of development application for ERA with aggregate environmental score of 25 or less	N		\$ 1,714.00		\$ 1,756.00	Per application	Planning Act 2016	Planning Regulation 2017 Schedule 10
PUH025	Application for assessment of development application for ERA with aggregate environmental score more than 25 but no more than 74.	N		\$ 3,430.00		\$ 3,515.00	Per application	Planning Act 2016	Planning Regulation 2017 Schedule 10
PUH026	Application for assessment of development application for ERA with aggregate environmental score of more than 74.	N		\$ 13,715.00		\$ 14,057.00	Per application	Planning Act 2016	Planning Regulation 2017 Schedule 10
PUH	Request under the Planning Act to do any of the following where ERA's are involved:								
PUH027	Extension application - relating to a prescribed development application by a registered non profit organisation.	N		\$ 428.00		\$ 438.00	Per application	Planning Act 2016	Planning Regulation 2017 Schedule 15
PUH028	Extension application - otherwise to above	N		\$ 856.00		\$ 877.00	Per application	Planning Act 2016	Planning Regulation 2017 Schedule 15
PUH029	Change a Development Approval - minor change if the development approval was given for a prescribed development by a non profit organisation and section 38 of the planning regulation applied.	N		\$ 856.00		\$ 877.00	Per application	Planning Act 2016	Planning Regulation 2017 Schedule 15
PUH030	Change a Development Approval - minor change if the development approval otherwise than above	N		\$ 1,714.00		\$ 1,756.00	Per application	Planning Act 2016	Planning Regulation 2017 Schedule 15
PUH031	Change a Development Approval other than a minor change	N	The fee that would be payable to the assessment manager if the change application were a development application	as assessed	The fee that would be payable to the assessment manager if the change application were a development application	as assessed	Per application	Planning Act 2016	Planning Regulation 2017 Schedule 15
PUH032	Application for environmental authority EP Act (125(1)(e))	N	\$688 plus 30% of the annual fee for the authority that is the subject of the application	as assessed	\$688 plus 30% of the annual fee for the authority that is the subject of the application	as assessed	Per application	Environmental Protection Act 1994	Schedule 15 Fees - EP Regs 2019
PUH033	Application to change environmental authority, other than an application for a minor change or a change approved by the administering authority (EP Act (132(1)(b))	N		\$ 358.70		\$ 367.00	Per application	Environmental Protection Act 1994	Schedule 15 Fees - EP Regs 2019
PUH034	Amendment application for environmental authority (EP Act 226(1)(c))	N		\$ 346.60		\$ 355.00	Per application	Environmental Protection Act 1994	Schedule 15 Fees Part 2 - EP Regs 2019
PUH035	Assessment fee (EP Act 228(3)) for a major amendment application	N	30% of the annual fee for the authority that is the subject of the application	as assessed	30% of the annual fee for the authority that is the subject of the application	As assessed	Per application	Environmental Protection Act 1994	Schedule 15 Fees Part 2 - EP Regs 2019
PUH036	Application to change amendment application for environmental authority EP Act 236(b)	N		\$ 358.70		\$ 367.00	Per application	Environmental Protection Act 1994	Schedule 15 Fees Part 2 - EP Regs 2019
PUH037	Amalgamation application EP Act 246(d)	N		\$ 358.70		\$ 367.00	Per application	Environmental Protection Act 1994	Schedule 15 Fees Part 2 - EP Regs 2019
PUH038	Transfer application for environmental authority for a prescribed ERA EP Act 253(f)	N		\$ 143.10		\$ 146.00	Per application	Environmental Protection Act 1994	Schedule 15 Fees Part 2 - EP Regs 2019
PUH039	Conversion application EP Act 696 (b)	N		\$ 358.70		\$ 367.00	Per application	Environmental Protection Act 1994	Schedule 10 Fees Part 2 - EP Regs 2019
PUH	Annual Fee for Environmental Authority								
PUH040	ERA 6 Asphalt Manufacturing Threshold 2	N		\$ 4,340.00		\$ 4,340.00	Per application	Environmental Protection Act 1994	Section 514
PUH041	ERA 49 Boat Maintenance or Repair	N		\$ 2,320.00		\$ 2,320.00	Per application	Environmental Protection Act 1994	Section 514
PUH042	ERA 19 Metal Forming	N		\$ 322.00		\$ 322.00	Per application	Environmental Protection Act 1994	Section 514



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
PUH043	ERA 12 Plastic Product Manufacturing Threshold 1	N		\$ 3,800.00		\$ 3,800.00	Per application	Environmental Protection Act 1994	Section 514
PUH044	ERA 12 Plastic Product Manufacturing Threshold 2	N		\$ 7,350.00		\$ 7,350.00	Per application	Environmental Protection Act 1994	Section 514
PUH045	ERA 38 Surface Coating Threshold 1	N		\$ 1,360.00		\$ 1,360.00	Per application	Environmental Protection Act 1994	Section 514
PUH	NOTE: Highest fee is charged for multiple activities								
PUH046	Late Payment Fee - Late payment of annual fee for Environmental Authority	N		\$ 143.10		\$ 149.00	Per application	Environmental Protection Act 1994	Schedule 15 Fees part 3 - EP Regs 2019
PUH047	Anniversary Changeover Application	N		Available on application		Available on application	Per application	Environmental Protection Act 1994	Section 176 - EP Regs 2019
PUH048	Fees for termination of suspension of Environmental Authority	N		Available on application		Available on application	Per application	Environmental Protection Act 1994	Section 179 - EP Regs 2019
PUH049	Application for consideration of a draft Transitional Environmental Program	N		\$ 370.00		\$ 385.00	Per application	Environmental Protection Act 1994	Section 178 (1) - EP Regs 2019
PUH050	Transitional Environmental Program (TEP) and monitoring compliance with TEP	N		\$ 380.00		\$ 395.00	Per assessment	Environmental Protection Act 1994	Section 178 (2) - EP Regs 2019
PUH	Public Health (ICPAS) Act 2003								
PUH051	Application for a Higher Risk Personal Appearance Licence	N		\$ 500.00		\$ 520.00	Per application	Public Health (Infection Control for Personal Appearance Services) Act 2003	Section 9 & 58
PUH052	Annual Higher Risk Personal Appearance Licence Renewal	N		\$ 290.00		\$ 302.00	Per site	Public Health (Infection Control for Personal Appearance Services) Act 2003	Section 9 & 58
PUH053	Annual Higher Risk Personal Appearance Licence Restoration fee	N		\$ -		\$ 411.00	Per site	Public Health (Infection Control for Personal Appearance Services) Act 2003	Section 9 & 58
PUH054	Amendment of Licence - Change to location (relocation) or adding additional premises	N		\$ 415.00		\$ 432.00	Per application	Public Health (Infection Control for Personal Appearance Services) Act 2003	Section 9 & 58
PUH055	Transfer of Licence - to proposed transferee	N		\$ 105.00		\$ 109.00	Per application	Public Health (Infection Control for Personal Appearance Services) Act 2003	Section 9 & 58
PUH056	Inspection Fee - for inspection after a remedial notice	N		\$ 115.00		\$ 120.00	Per hour	Public Health (Infection Control for Personal Appearance Services) Act 2003	Section 110
PUH057	Inspection of Non-Higher Risk Personal Appearance Premises - E.g. following complaint, only to be charged if inspection trigger justified	N		\$ 115.00		\$ 120.00	Per hour	Public Health (Infection Control for Personal Appearance Services) Act 2003	Section 105 & 107
PUH058	Amendment of Licence - Change to current premise layout or additional rooms in current premise	N		\$ 210.00		\$ 218.00	Per application	Public Health (Infection Control for Personal Appearance Services) Act 2003	Section 9 & 58
PUH	Residential Services (Accreditation) Act 2002								
PUH059	Health Inspection under Residential Services (Accreditation) Act 2002	N		\$ 115.00		\$ 120.00	Per hour	Residential Services (Accreditation) Act 2002	Section 29
PUH060	Health Plan Assessment under Residential Services (Accreditation) Act 2002	N	\$275 + \$115/ hour for inspection	As assessed	\$275+ \$120/ hour for inspections	As assessed	Per application	Residential Services (Accreditation) Act 2002	Section 29
PUH061	Compliance Inspection	N		\$ 115.00		\$ 120.00	Per hour	Residential Services (Accreditation) Act 2002	Section 29
PUH	Environment & Public Health Record Search								
PUH062	Activity/Facility Records Search - current status of licence/registration records only (i.e. no inspection report)	N		\$ 115.00		\$ 120.00	Per application	Local Government Act 2009	Commercial
PUH063	Activity/Facility Search & Inspection - current status of licence records and current inspection report where applicable	N		\$ 360.00		\$ 374.00	Per application	Local Government Act 2009	Commercial
PUH	Temporary Entertainment Event on Private Land								
PUH064	Temporary Entertainment Event Application Fee	N		\$ 435.00		\$ 452.00	Per application	SLL1.12 (Operation of Temporary Entertainment Events) 2011	LGA 2009 Part 2, s97(2)(a)
PUH065	Temporary Entertainment Event Application Fee - For local community groups only, payable upon lodgement and is non-refundable	N		\$ 218.00		\$ 218.00	Per application	SLL1.12 (Operation of Temporary Entertainment Events) 2011	LGA 2009 Part 2, s97(2)(a)
PUH066	Renewal Fee	N		\$ 218.00		\$ 227.00	Per application	SLL1.12 (Operation of Temporary Entertainment Events) 2011	LGA 2009 Part 2, s97(2)(a)
PUH067	Renewal Fee - For local community groups only, payable upon lodgement and is non-refundable	N		\$ 115.00		\$ 115.00	Per application	SLL1.12 (Operation of Temporary Entertainment Events) 2011	LGA 2009 Part 2, s97(2)(a)
PUH068	Amendment Fee	N		\$ 105.00		\$ 109.00	Per application	SLL1.12 (Operation of Temporary Entertainment Events) 2011	LGA 2009 Part 2, s97(2)(a)
PUH069	Transfer Fee - transfer to another approval holder	N		\$ 105.00		\$ 109.00	Per application	SLL1.12 (Operation of Temporary Entertainment Events) 2011	LGA 2009 Part 2, s97(2)(a)
PUH	Pest Management								
PUH070	Declared weeds trailer deposit/bond	N		\$ 289.00		\$ 289.00	Each	Local Government Act 2009	Commercial
PUH071	Declared weeds trailer hire (daily)	Y		\$ 26.00		\$ 26.00	Per day	Local Government Act 2009	Commercial
PUH072	Declared weeds trailer hire (weekly)	Y		\$ 120.00		\$ 120.00	Per week	Local Government Act 2009	Commercial
PUH073	Declared weeds trailer hire late return fee	Y		\$ 40.00		\$ 40.00	Per day for each day overdue	Local Government Act 2009	Commercial
PUH074	Knapsack Deposit/Safety Bond (for all Knapsack Hires)	N		\$ 50.00		\$ 50.00	Each	Local Government Act 2009	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
PUH075	Knapsack Hire empty (for chemicals with diesel) to be filled by owner	Y		\$ 20.00		\$ 20.00	Per week or part there of	Local Government Act 2009	Commercial
PUH076	Knapsack Hire with (5L Access/ Starane and Diesel supplied)	Y		\$ 40.00		\$ 40.00	Per week or part there of	Local Government Act 2009	Commercial
PUH077	Knapsack Hire with (10L Access /Starane and Diesel supplied)	Y		\$ 60.00		\$ 60.00	Per week or part there of	Local Government Act 2009	Commercial
PUH078	Knapsack Hire with water based chemical (24D or similar)	Y				\$ 50.00	Per week or part there of	Local Government Act 2009	Commercial
PUH079	Splatter Gun Hire deposit/Hire	N		\$ 107.00		\$ 107.00	Each	Local Government Act 2009	Commercial
PUH080	Splatter Gun Hire (weekly or part thereof)	Y		\$ 35.00		\$ 35.00	Per week	Local Government Act 2009	Commercial
PUH081	Splatter Gun Hire late return fee	Y		\$ 20.00		\$ 20.00	Per day for each day overdue	Local Government Act 2009	Commercial
PUH082	Invasive plant records search	Y		\$ 55.00		\$ 57.00	Each	Local Government Act 2009	Commercial
PUH083	Invasive plant property inspection	Y		\$ 92.00		\$ 96.00	Per hour	Local Government Act 2009	Commercial
PUH084	Copy approved Biosecurity Program	Y		\$ 3.00		\$ 3.00	Each	Local Government Act 2009	LGA 2009 Part 2, s97(2)(a)
PUH085	Inspection of a register of biosecurity orders	Y		\$ 17.10		\$ 18.00	Each	Biosecurity Act 2014	Schedule 10 of Regulation
PUH086	A copy of all or part of the information held in a register of biosecurity orders (s379(6))	Y		\$ 51.40		\$ 52.00	Per application	Biosecurity Act 2014	Schedule 10 of Regulation
PUH087	Application to extend compliance under pest control notice	Y		\$ 67.00		\$ 70.00	Per application	Local Government Act 2009	LGA 2009 Part 2, s97(2)(a)
PUH088	Vehicle inspection for invasive weed seeds	Y		\$ 87.00		\$ 90.00	Per hour	Local Government Act 2009	Commercial
PUH089	Treatment of invasive plants on private land	Y		POA		POA	Per job	Local Government Act 2009	Commercial
PUH	Vector Management								
PUH090	Treatment of mosquitoes or vermin in exceptional circumstances	Y		POA		POA	Per job	Local Government Act 2009	Commercial
PUH	Refunds - Health and Environment Applications only								
PUH091	If an application is withdrawn within 30 days of lodgement but prior to a request for further information or extension of the assessment period or a decision being made	Y	75% of application fee	as assessed	75% of application fee	as assessed	Per application	Food Act 2006, Planning Act 2009, Local Government Act 2009, Public Health (Infection Control for Personal Appearance Services) Act 2003, Environmental Protection Act 1994	
PUH092	If an application is withdrawn after a request for further information or extension of the assessment period but prior to a decision being made	Y	50% of application fee	as assessed	50% of application fee	as assessed	Per application	Food Act 2006, Planning Act 2009, Local Government Act 2009, Public Health (Infection Control for Personal Appearance Services) Act 2003, Environmental Protection Act 1994	
PUH093	If application is withdrawn after a decision has been made.	Y	No refund applicable	as assessed	No refund applicable	As assessed	Per application	Food Act 2006, Planning Act 2009, Local Government Act 2009, Public Health (Infection Control for Personal Appearance Services) Act 2003, Environmental Protection Act 1994	
PUH	Footpath Dining								
PUH094	Application Fee	N		\$ 240.00		\$ 250.00	Per application	Subordinate Local Law 1.2 (Commercial Use of LG Controlled Areas and Roads) 2011	LGA 2009 Part 2, s97(2)(a)
PUH095	Annual Licence Renewal Fee	N		\$ 130.00		\$ 135.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	LGA 2009 Part 2, s97(2)(a)
PUH096	Footpath Dining Transfer Fee	N		\$ 75.00		\$ 78.00	Per application	Subordinate Local Law 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011	LGA 2009 Part 2, s97(2)(a)

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Rockhampton Heritage Village									
RHV	General Entry								
RHV001	All patrons 3 years and over	Y		\$ 5.00		\$ 5.00	Per person	Local Government Act 2009	Commercial
RHV002	All patron under 3 years	Y		Free		Free	Per person	Local Government Act 2009	Commercial
RHV	Tours (Groups of 10 or more paying participants) (Note all prices exclude special events, school holiday activities, etc.)								
RHV003	Group minimum of ten with transport no guide	Y		\$ 7.00		\$ 7.00	Per person	Local Government Act 2009	Commercial
RHV004	School groups minimum of ten with tram and guide. (Teachers and accompany person 1 FOC per 10 Children, or by negotiation for additional needs groups)	Y		\$ 10.00		\$ 10.00	Per person	Local Government Act 2009	Commercial
RHV	Food - All venues								
RHV005	*General Manager Community Services has capacity to negotiate for large groups.	Y		POA		POA		Local Government Act 2009	Commercial
RHV	Vehicle Hire (within village only)								
RHV006	Vintage Vehicles - Operating Hours	Y		\$ 95.00		\$ 99.00	Per vehicle per hour	Local Government Act 2009	Commercial
RHV007	Horse Drawn Vehicles	Y		\$ 500.00		\$ 520.00	Per vehicle per hour	Local Government Act 2009	Commercial
RHV008	All Vehicles - After Hours	Y		POA		POA	Per vehicle	Local Government Act 2009	Commercial
RHV	Venue Hire								
RHV009	Classic Outdoor Ceremony Package	Y		\$ 500.00		\$ 520.00	Per function	Local Government Act 2009	Commercial
RHV010	Photo Shoot - Any location in Village - Opening Hours	Y		\$ 5.00		\$ 5.00	Per person	Local Government Act 2009	Commercial
RHV011	Photo Shoot - Any location in Village After Hours	Y		\$ 200.00		\$ 208.00	Per group per hour	Local Government Act 2009	Commercial
RHV012	Village Venue Hire - Sunday & Public Holiday	Y		POA		POA	Per venue	Local Government Act 2009	Commercial
RHV013	Village Venue Hire	Y		POA		POA	Per venue	Local Government Act 2009	Commercial
RHV014	Duty Manager	Y		\$ 90.00		\$ 94.00	Per hour	Local Government Act 2009	Commercial
RHV	Australian Shearing Shed								
RHV015	Dry Hire - min. 3 hours (Local NFP only) Mon-Thu	Y		POA		POA	Per hour	Local Government Act 2009	Commercial
RHV016	Classic Function Package	Y		POA		POA	Per function	Local Government Act 2009	Commercial
RHV017	Signature Function Package	Y		\$ 5,500.00		\$ 5,720.00	Per function	Local Government Act 2009	Commercial
RHV018	Security bond - Refundable following satisfactory cleaning and inspection. May be withheld for additional cleaning and repairs	N		\$ 1,000.00		\$ 1,040.00	Per function	Local Government Act 2009	Commercial
RHV	Ride - Special Events								
RHV019	All Venues - 18mths and up	Y		\$ 3.00		\$ 3.00	Per person	Local Government Act 2009	Commercial
RHV	Stallholder Fees								
RHV020	Food van/truck includes power (6x3m site)	Y		\$ 85.00		\$ 88.00	Per truck	Local Government Act 2009	Commercial
RHV021	Standard stall site (6x3m site)	Y		\$ 60.00		\$ 62.00	Per site	Local Government Act 2009	Commercial
RHV022	Corner site (6x3m site with two sided frontage)	Y		\$ 70.00		\$ 73.00	Per site	Local Government Act 2009	Commercial
RHV023	Car site (6x6m site)	Y		\$ 85.00		\$ 88.00	Per site	Local Government Act 2009	Commercial
RHV024	Amusements	Y		\$ 85.00		\$ 88.00	Per site	Local Government Act 2009	Commercial
RHV	Other market fees								
RHV025	Vintage rides	Y		\$ 3.00		\$ 3.00	Per person	Local Government Act 2009	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Rockhampton Museum of Art									
RMA	Rockhampton Museum of Art Members								
RMA001	Individual	Y		\$ 50.00		\$ 50.00	Per person	Local Government Act 2009	Commercial
RMA002	Concession Individual	Y		\$ 40.00		\$ 40.00	Per person	Local Government Act 2009	Commercial
RMA003	NFP Organisation	Y		\$ 100.00		\$ 100.00	Per organisation	Local Government Act 2009	Commercial
RMA004	Corporate	Y		\$ 250.00		\$ 250.00	Per organisation	Local Government Act 2009	Commercial
RMA005	Premium	Y		\$ 500.00		\$ 500.00	Per organisation	Local Government Act 2009	Commercial
RMA	Rockhampton Museum of Art Venue Hire								
RMA	Venue hire includes the room and standard inclusions.								
RMA006	Long Gallery and Atrium	Y		\$ 3,300.00		\$ 3,450.00	Per day	Local Government Act 2009	Commercial
RMA007	Long Gallery and Atrium (Special Event)	Y				\$ 6,500.00	Per 8 hours	Local Government Act 2009	Commercial
RMA008	Program Room 1.1 Half Day	Y		\$ 420.00		\$ 440.00	Per 4 hours	Local Government Act 2009	Commercial
RMA009	Program Room 1.1 Full Day	Y		\$ 735.00		\$ 765.00	Per 8 hours	Local Government Act 2009	Commercial
RMA010	Program Room 1.2 Half Day	Y		\$ 420.00		\$ 440.00	Per 4 hours	Local Government Act 2009	Commercial
RMA011	Program Room 1.2 Full Day	Y		\$ 735.00		\$ 765.00	Per 8 hours	Local Government Act 2009	Commercial
RMA012	Program Room 1.3 Half Day	Y		\$ 420.00		\$ 440.00	Per 4 hours	Local Government Act 2009	Commercial
RMA013	Program Room 1.3 Full Day	Y		\$ 735.00		\$ 765.00	Per 8 hours	Local Government Act 2009	Commercial
RMA014	All Programs Rooms Half Day	Y		\$ 630.00		\$ 660.00	Per 4 hours	Local Government Act 2009	Commercial
RMA015	All Programs Rooms Full Day	Y		\$ 945.00		\$ 985.00	Per 8 hours	Local Government Act 2009	Commercial
RMA016	Programs Room 1.1 & 1.2 Half Day	Y		\$ 504.00		\$ 525.00	Per 4 hours	Local Government Act 2009	Commercial
RMA017	Programs Room 1.1 & 1.2 Full Day	Y		\$ 890.00		\$ 930.00	Per 8 hours	Local Government Act 2009	Commercial
RMA018	Programs Room 1.2 & 1.3 Half Day	Y		\$ 500.00		\$ 520.00	Per 4 hours	Local Government Act 2009	Commercial
RMA019	Programs Room 1.2 & 1.3 Full Day	Y		\$ 890.00		\$ 930.00	Per 8 hours	Local Government Act 2009	Commercial
RMA020	Program Room hire per hour	Y		POA		POA	Per hour	Local Government Act 2009	Commercial
RMA021	Deck (includes Foyer 3)	Y		\$ 2,200.00		\$ 2,300.00	Per hire	Local Government Act 2009	Commercial
RMA	Catering								
RMA022	Tea and Coffee provisions in room	Y		\$ 3.00		\$ 4.00	Per person	Local Government Act 2009	Commercial
RMA023	Provision of Bar service	Y		POA		POA	Per event	Local Government Act 2009	Commercial
RMA	Additional Services								
RMA024	Equipment and Furniture set up per hour (penalties may apply)	Y		\$ 82.50		\$ 86.00	Per hour	Local Government Act 2009	Commercial
RMA025	Equipment and Furniture set up per hour (Sunday and Public Holiday penalties may apply)	Y		\$ 130.00		\$ 135.00	Per hour	Local Government Act 2009	Commercial
RMA026	Productions staff (penalties rates may apply)	Y		\$ 82.50		\$ 86.00	Per hour	Local Government Act 2009	Commercial
RMA027	Productions staff (Sunday and Public Holiday penalties)	Y		\$ 130.00		\$ 135.00	Per hour	Local Government Act 2009	Commercial
RMA028	Stage	Y		POA		POA	Each	Local Government Act 2009	Commercial
RMA029	Additional General Waste Removal	Y		At Cost		At Cost	Per 240 Lt bin	Local Government Act 2009	Commercial
RMA030	Additional Cleaning	Y		\$ 75.00		\$ 78.00	Per hour	Local Government Act 2009	Commercial
RMA031	Duty Manager (duty manager is required for hire outside standard operational hours)	Y		\$ 82.50		\$ 86.00	Per hour	Local Government Act 2009	Commercial
RMA032	Duty Manager (Sunday and Public Holiday penalties)	Y		\$ 130.00		\$ 135.00	Per hour	Local Government Act 2009	Commercial
RMA033	Fee for Non return of Swipe Card	Y		\$ 32.00		\$ 33.00	Per card	Local Government Act 2009	Commercial
RMA034	Fee for Non return of Key	Y		\$ 52.50		\$ 55.00	Per key	Local Government Act 2009	Commercial
RMA035	Fee for replacement of Membership Card	Y		\$ 2.00		\$ 2.00	Per item	Local Government Act 2009	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Rockhampton Regional Waste and Recycling									
RWR	Waste & Regulatory Services								
RWR	Waste Management								
RWR	Domestic - MSW - Self Haul								
RWR001	Minimum charge per delivery at all sites	Y		\$ 11.00		\$ 10.00	Transaction	Local Government Act 2009	Commercial
RWR002	240 lr wheellie bin, Car boot - sedan, suv or station wagon	Y		\$ 20.00		\$ 22.00	Transaction	Local Government Act 2009	Commercial
RWR003	Trailer (6'x4') / utility / tray back / van	Y		\$ 31.00		\$ 35.00	Transaction	Local Government Act 2009	Commercial
RWR004	Larger trailer or 6'x4" trailer/ ute using hungry boards	Y		\$ 39.00		\$ 45.00	Transaction	Local Government Act 2009	Commercial
RWR005	Truck / Tandem axle horse float	Y		\$ 127.00		\$ 143.00	Tonne	Local Government Act 2009	Commercial
RWR006	Domestic Waste requiring immediate cover	Y		\$ 325.00		\$ 351.00	Tonne	Local Government Act 2009	Commercial
RWR007	Domestic Waste Fee if weighbridge is not available	Y	Per waste stream per deemed weight in regulation	As assessed		Per deemed weight fee	Per Cubic Metre	Local Government Act 2009	Commercial
RWR008	Unsorted Mixed Load (inclusive of mattress, solar panel, green waste, bulk metal, other prohibited items)	Y		\$ 409.00		\$ 428.00	Tonne	Local Government Act 2009	Commercial
RWR009	Unsorted Mixed Load (inclusive of tyre/s)	Y				\$ 490.00	Tonne	Local Government Act 2009	Commercial
RWR	Commercial - C&I -Self Haul								
RWR010	Minimum charge per delivery all sites	Y		\$ 17.00		\$ 18.00	Transaction	Local Government Act 2009	Commercial
RWR011	Commercial Waste with levy	Y		\$ 309.00		\$ 328.00	Tonne	Local Government Act 2009	Commercial
RWR012	Commercial Waste levy exempt	Y		\$ 215.00		\$ 234.00	Tonne	Local Government Act 2009	Commercial
RWR013	Commercial Waste requiring immediate cover	Y		\$ 467.00		\$ 494.00	Tonne	Local Government Act 2009	Commercial
RWR014	Product destruction (defective commercial products) prior to cover	Y		POA		\$ 543.40	Tonne	Local Government Act 2009	Commercial
RWR015	Product destruction certificate	Y		\$ 100.00		\$ 100.00	Each	Local Government Act 2009	Commercial
RWR016	Commercial Waste Fee if weighbridge is not available	Y	Per waste stream per deemed weight in regulation	As assessed		Per deemed weight fee	Per Cubic Metre	Local Government Act 2009	Commercial
RWR017	Unsorted Mixed Load (inclusive of mattress, solar panel, green waste, bulk metals, other prohibited items)	Y		\$ 409.00		\$ 428.00	Tonne	Local Government Act 2009	Commercial
RWR018	Unsorted Mixed Load (inclusive of tyre/s)	Y				\$ 490.00	Tonne	Local Government Act 2009	Commercial
RWR	Recyclables and Metals								
RWR019	Domestic or commercial recyclables - paper, cardboard, glass & plastic bottles, steel & aluminium cans only delivered to bins at Community Recycling Centre.	Y		No Charge		No Charge	Transaction	Local Government Act 2009	Commercial
RWR020	Light metals (excluding fridges, freezer, aircons, solar panels) delivered to recycling area.	Y		No Charge		No Charge	Transaction	Local Government Act 2009	Commercial
RWR021	Other metals (free of fluids, contaminants and tyres) delivered to the metal pad.	Y		No Charge		No Charge	Transaction	Local Government Act 2009	Commercial
RWR	Tyres - Only from domestic source (Disposal is limited to Lakes Creek Road or Gracemere Waste Facilities)								
RWR022	4WD / Car / Motorcycle without rim	Y		\$ 11.00		\$ 11.00	Tyre	Local Government Act 2009	Commercial
RWR023	4WD / Car / motorcycle on rim	Y		\$ 18.00		\$ 18.00	Tyre	Local Government Act 2009	Commercial
RWR024	Light truck, bobcat / skid steer (tyres only, not tracks)	Y		\$ 30.00		\$ 30.00	Tyre	Local Government Act 2009	Commercial
RWR025	Truck without rim	Y		\$ 35.00		\$ 37.00	Tyre	Local Government Act 2009	Commercial
RWR026	Truck on rim	Y				\$ 70.00	Tyre	Local Government Act 2009	Commercial
RWR027	Small tractor tyres	Y		\$ 130.00		\$ 120.00	Tyre	Local Government Act 2009	Commercial
RWR028	Bobcat / skid steer (tracks only, not tyres)	Y		\$ 145.00		\$ 145.00	Track	Local Government Act 2009	Commercial
RWR029	Large tractor	Y		\$ 192.00		\$ 192.00	Tyre	Local Government Act 2009	Commercial
RWR030	Other (require pre-approval)	Y		POA		POA	Tyre	Local Government Act 2009	Commercial
RWR	Mattresses								
RWR031	Single spring mattress	Y		\$ 9.00		\$ 9.00	Mattress	Local Government Act 2009	Commercial
RWR032	Single spring ensemble base	Y		\$ 9.00		\$ 9.00	Mattress	Local Government Act 2009	Commercial
RWR033	Double, Queen, King spring mattress	Y		\$ 15.00		\$ 15.00	Mattress	Local Government Act 2009	Commercial



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
RWR034	Double, Queen, King spring ensemble base (Mattress and ensemble charge is an additional per unit charge over and above normal fees & charges).	Y		\$ 15.00		\$ 15.00	Mattress	Local Government Act 2009	Commercial
RWR	White Goods (Fridge, Freezer, Air conditioner)								
RWR035	White Goods (fridge, freezer, aircons) free of food and contaminants	Y		\$ 10.00		\$ 10.00	Each	Local Government Act 2009	Commercial
RWR	Solar Panels								
RWR036	Solar Panels	Y		\$ 16.00		\$ 16.00	Panel	Local Government Act 2009	Commercial
RWR	Bulk Polystyrene								
RWR037	Bulk polystyrene (waffle pods/slabs, construction blocks, pontoons etc.)	Y		\$ 1,900.00		\$ 1,995.00	Tonne	Local Government Act 2009	Commercial
RWR	Hazardous Wastes (Require pre-approval, limited to Lakes Creek Road Landfill)								
RWR038	Asbestos	Y		\$ 314.00		\$ 330.00	Tonne	Local Government Act 2009	Commercial
RWR039	Asbestos contaminated waste / soil mixed with friable asbestos	Y		\$ 314.00		\$ 330.00	Tonne	Local Government Act 2009	Commercial
RWR040	Regulated Waste - Category 2 (limited to waste or soil mixed with non-friable asbestos, tyres, food processing waste, biosecurity waste that has been rendered non-infectious, dried septic sludge or residue, and dried animal effluent or residue waste)	Y		\$ 473.00		\$ 490.00	Tonne	Local Government Act 2009	Commercial
RWR041	Regulated Waste Fee if weighbridge is not available	Y		As assessed		Not Applicable	Tonne	Local Government Act 2009	Commercial
RWR042	Car Batteries - 5 or less	Y		No Charge		No Charge	Transaction	Local Government Act 2009	Commercial
RWR043	Car Batteries - greater than 5	Y		Prohibited		Prohibited	Transaction	Local Government Act 2009	Commercial
RWR044	Oil - 20L or less per drop off delivered to recycling area	Y		No Charge		No Charge	Transaction	Local Government Act 2009	Commercial
RWR045	Oil - greater than > 20L per drop off	Y		Prohibited		Prohibited	Transaction	Local Government Act 2009	Commercial
RWR046	Solvents & turps	Y		Prohibited		Prohibited	Transaction	Local Government Act 2009	Commercial
RWR047	Unknown chemicals	Y		Prohibited		Prohibited	Transaction	Local Government Act 2009	Commercial
RWR048	Paint - up to 20L containers and 100L per drop off (Paint acceptance is restricted to architectural and decorative paints only at Lakes Creek Road Waste Facility)	Y		No Charge		No Charge	Litre	Local Government Act 2009	Commercial
RWR049	Paint - > 20L containers or > 100L per drop off	Y		Prohibited		Prohibited	Litre	Local Government Act 2009	Commercial
RWR050	Domestic cooking oils delivered to recycling area up to 20L containers and 100L per drop off (limited to Lakes Creek Road Waste Facility)	Y		No Charge		No Charge	Transaction	Local Government Act 2009	Commercial
RWR051	Commercial cooking oils	Y		Prohibited		Prohibited	Transaction	Local Government Act 2009	Commercial
RWR052	Waste types prohibited - liquid or semi-liquid, hot ash, material that is smouldering or aflame, any radioactive or explosive wastes, ammunition.	Y		Prohibited		Prohibited	Transaction	Local Government Act 2009	Commercial
RWR	Inert Waste								
RWR053	Clean soil - free of any contaminants such as concrete, bitumen, greenwaste, timber	Y		No Charge		No Charge	Tonne	Local Government Act 2009	Commercial
RWR054	Inert material (containing soil, green waste, concrete, bricks, asphalt, reinforcing steel mix - excludes all other waste types), either separate or mixed.	Y		\$ 110.00		\$ 116.00	Tonne	Local Government Act 2009	Commercial
RWR055	Construction demolition (Disposal is limited to Lakes Creek Road Landfill)	Y		\$ 309.00		\$ 328.00	Tonne	Local Government Act 2009	Commercial
RWR056	Construction Demolition Fee if weighbridge is not available	Y		As assessed		Per waste stream per deemed weight in regulation	Per Cubic Metre	Local Government Act 2009	Commercial
RWR	Green Waste								
RWR	Domestic Customers For any loads of green waste greater than 150kg, customers will be charged the applicable tonne rate								
RWR057	240 ltr wheelite bin, Car boot - sedan, suv or station wagon	Y		\$ 4.00		\$ 5.00	Transaction	Local Government Act 2009	Commercial
RWR058	Trailer (6'X4') utility / tray back / van	Y		\$ 6.00		\$ 7.00	Transaction	Local Government Act 2009	Commercial
RWR059	Larger trailer or 6'X4' trailer/ ute using hungry boards	Y		\$ 8.00		\$ 9.00	Transaction	Local Government Act 2009	Commercial
RWR060	Truck / Tandem axle horse float	Y		\$ 37.00		\$ 39.00	Tonne	Local Government Act 2009	Commercial



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
RWR	Commercial Customers (Disposal is limited to Lakes Creek Road Waste Facility)								
RWR061	Commercial Green waste	Y		\$ 37.00		\$ 39.00	Tonne	Local Government Act 2009	Commercial
RWR	Sale of Mulched Green waste - Self loaded only								
RWR062	Up to 5.0t / 10m3 per project	Y		No Charge		No Charge	Transaction	Local Government Act 2009	Commercial
RWR	Product Sales								
RWR063	Crushed glass	Y		POA		POA	Tonne	Local Government Act 2009	Commercial
RWR	Cleansing Services Charge - Rockhampton Region Designated Waste Collection Area								
RWR064	New wheelle bin	N		\$ 100.00		\$ 105.00	Bin	Local Government Act 2009	Commercial
RWR065	Missed collection (returned to service at fault of resident)	N		\$ 27.00		\$ 29.00	Service	Local Government Act 2009	Commercial
RWR066	One off collection (i.e. large carnivals, special events) including bin delivery, recovery and cleansing.	N		POA		POA	Service	Local Government Act 2009	Commercial
RWR	Note: Council requires 48 hours notice to provide this service.								
RWR067	One off collection (i.e. small carnivals, special events) including bin delivery, recovery and cleansing.	N		\$ 16.00		\$ 17.00	Bin	Local Government Act 2009	Commercial
RWR068	Plus bin servicing fee - waste	N		\$ 16.00		\$ 17.00	Bin	Local Government Act 2009	Commercial
RWR069	Plus bin servicing fee - recycle	N		\$ 13.00		\$ 14.00	Bin	Local Government Act 2009	Commercial
RWR070	Administration charge for late payment	N		\$ 37.00		\$ 39.00	Transaction	Local Government Act 2009	Commercial
RWR	Commercial - No weighbridge available other than skip bin trucks (Lakes Creek Road Waste Facility Only)								
RWR071	Articulated motor vehicle - Any type or mixture of waste or other material > 4.5 to < 10.0 GVM or GCM (t)	Y		\$ 309.00		\$ 328.00	Transaction	Local Government Act 2009	Commercial
RWR072	Articulated motor vehicle - Any type or mixture of waste or other material > 10.0 to < 16.0 GVM or GCM (t)	Y		\$ 927.00		\$ 984.00	Transaction	Local Government Act 2009	Commercial
RWR073	Articulated motor vehicle - Any type or mixture of waste or other material > 16.0 to < 23.5 GVM or GCM (t)	Y		\$ 2,472.00		\$ 2,624.00	Transaction	Local Government Act 2009	Commercial
RWR074	Articulated motor vehicle - Any type or mixture of waste or other material > 23.5 to < 28.0 GVM or GCM (t)	Y		\$ 3,708.00		\$ 3,936.00	Transaction	Local Government Act 2009	Commercial
RWR075	Articulated motor vehicle - Any type or mixture of waste or other material > 28.0 to < 40.0 GVM or GCM (t)	Y		\$ 6,489.00		\$ 6,888.00	Transaction	Local Government Act 2009	Commercial
RWR076	Articulated motor vehicle - Any type or mixture of waste or other material > 40.0 to < 43.5 GVM or GCM (t)	Y		\$ 7,648.00		\$ 8,118.00	Transaction	Local Government Act 2009	Commercial
RWR077	Articulated motor vehicle - Any type or mixture of waste or other material > 43.5 to < 51.0 GVM or GCM (t)	Y		\$ 9,425.00		\$ 10,004.00	Transaction	Local Government Act 2009	Commercial
RWR078	Articulated motor vehicle - Any type or mixture of waste or other material > 51.0 GVM or GCM (t)	Y		\$ 12,669.00		\$ 13,448.00	Transaction	Local Government Act 2009	Commercial
RWR079	Car - any type or mixture of waste < 4.5 GVM or GCM (t)	Y		\$ 16.00		\$ 18.00	Transaction	Local Government Act 2009	Commercial
RWR080	Car towing a trailer - any type or mixture of waste < 4.5 GVM or GCM (t)	Y		\$ 78.00		\$ 82.00	Transaction	Local Government Act 2009	Commercial
RWR081	Compactor truck - any type or mixture of waste or other material > 4.5 to < 10.0 GVM or GCM (t)	Y		\$ 309.00		\$ 328.00	Transaction	Local Government Act 2009	Commercial
RWR082	Compactor truck - any type or mixture of waste or other material > 10.0 to < 16.0 GVM or GCM (t)	Y		\$ 696.00		\$ 738.00	Transaction	Local Government Act 2009	Commercial
RWR083	Compactor truck - any type or mixture of waste or other material > 16.0 to < 23.5 GVM or GCM (t)	Y		\$ 1,623.00		\$ 1,722.00	Transaction	Local Government Act 2009	Commercial
RWR084	Compactor truck - any type or mixture of waste or other material > 23.5 to < 28.0 GVM or GCM (t)	Y		\$ 2,963.00		\$ 3,116.00	Transaction	Local Government Act 2009	Commercial
RWR085	Compactor truck - any type or mixture of waste or other material > 28.05 to < 40.0 GVM or GCM (t)	Y		\$ 4,095.00		\$ 4,346.00	Transaction	Local Government Act 2009	Commercial
RWR086	Light Commercial Vehicle - MSW, C&I, any mixture of MSW and C&I, or other material < 4.5	Y		\$ 232.00		\$ 246.00	Transaction	Local Government Act 2009	Commercial
RWR087	Light Commercial Vehicle - C&D or any mixture of waste that includes C&D < 4.5	Y		\$ 387.00		\$ 410.00	Transaction	Local Government Act 2009	Commercial
RWR088	Rigid Truck - MSW, C&I, any mixture of MSW and C&I, or other material > 4.5 to < 10.0 GVM or GCM (t)	Y		\$ 541.00		\$ 574.00	Transaction	Local Government Act 2009	Commercial
RWR089	Rigid Truck - MSW, C&I, any mixture of MSW and C&I, or other material > 10.0 to < 16.0 GVM or GCM (t)	Y		\$ 1,005.00		\$ 1,066.00	Transaction	Local Government Act 2009	Commercial

Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
RWR090	Rigid Truck - MSW, C&I, any mixture of MSW and C&I, or other material > 16.0 to < 23.5 GVM or GCM (t)	Y		\$ 1,545.00		\$ 1,640.00	Transaction	Local Government Act 2009	Commercial
RWR091	Rigid Truck - MSW, C&I, any mixture of MSW and C&I, or other material > 23.5 to < 28.0 GVM or GCM (t)	Y		\$ 2,704.00		\$ 2,870.00	Transaction	Local Government Act 2009	Commercial
RWR092	Rigid Truck - MSW, C&I, any mixture of MSW and C&I, or other material > 28.0 to < 40.0 GVM or GCM (t)	Y		\$ 3,863.00		\$ 4,100.00	Transaction	Local Government Act 2009	Commercial
RWR093	Rigid Truck - C&D or any mixture of waste that includes C&D > 4.5 to < 10.0 GVM or GCM (t)	Y		\$ 1,159.00		\$ 1,230.00	Transaction	Local Government Act 2009	Commercial
RWR094	Rigid Truck - C&D or any mixture of waste that includes C&D > 10.0 to < 16.0 GVM or GCM (t)	Y		\$ 2,163.00		\$ 2,296.00	Transaction	Local Government Act 2009	Commercial
RWR095	Rigid Truck - C&D or any mixture of waste that includes C&D > 16.0 to < 23.5 GVM or GCM (t)	Y		\$ 3,399.00		\$ 3,608.00	Transaction	Local Government Act 2009	Commercial
RWR096	Rigid Truck - C&D or any mixture of waste that includes C&D > 23.5 to < 28.0 GVM or GCM (t)	Y		\$ 4,249.00		\$ 4,510.00	Transaction	Local Government Act 2009	Commercial
RWR097	Rigid Truck - C&D or any mixture of waste that includes C&D > 28.0 to < 40.0 GVM or GCM (t)	Y		\$ 6,103.00		\$ 6,478.00	Transaction	Local Government Act 2009	Commercial
RWR098	Rigid truck towing a trailer - any type or mixture of waste or other material > 4.5 to < 10.0 GVM or GCM (t)	Y		\$ 309.00		\$ 328.00	Transaction	Local Government Act 2009	Commercial
RWR099	Rigid truck towing a trailer - any type or mixture of waste or other material > 10.0 to < 16.0 GVM or GCM (t)	Y		\$ 927.00		\$ 984.00	Transaction	Local Government Act 2009	Commercial
RWR100	Rigid truck towing a trailer - any type or mixture of waste or other material > 16.0 to < 23.5 GVM or GCM (t)	Y		\$ 2,472.00		\$ 2,624.00	Transaction	Local Government Act 2009	Commercial
RWR101	Rigid truck towing a trailer - any type or mixture of waste or other material > 23.5 to < 28.0 GVM or GCM (t)	Y		\$ 3,708.00		\$ 3,936.00	Transaction	Local Government Act 2009	Commercial
RWR102	Rigid truck towing a trailer - any type or mixture of waste or other material > 28.0 to < 40.0 GVM or GCM (t)	Y		\$ 6,489.00		\$ 6,888.00	Transaction	Local Government Act 2009	Commercial
RWR103	Rigid truck towing a trailer - any type or mixture of waste or other material > 40.0 to < 43.5 GVM or GCM (t)	Y		\$ 7,848.00		\$ 8,118.00	Transaction	Local Government Act 2009	Commercial
RWR104	Rigid truck towing a trailer - any type or mixture of waste or other material > 43.5 to < 51.0 GVM or GCM (t)	Y		\$ 9,425.00		\$ 10,004.00	Transaction	Local Government Act 2009	Commercial
RWR105	Rigid truck towing a trailer - any type or mixture of waste or other material > 51.0 GVM or GCM (t)	Y		\$ 12,869.00		\$ 13,448.00	Transaction	Local Government Act 2009	Commercial
RWR106	Van or ute any type of mixture of waste < 4.5 GGVM or GCM (t)	Y		\$ 62.00		\$ 66.00	Transaction	Local Government Act 2009	Commercial
RWR107	Van or ute towing a trailer - any type or mixture of waste < 4.5 GVM or GCM (t)	Y		\$ 124.00		\$ 132.00	Transaction	Local Government Act 2009	Commercial
RWR	Commercial - No weighbridge available - skip bin trucks (Lakes Creek Road Waste Facility Only)								
RWR108	MSW, C&I, any mixture of MSW and C&I, or other material - (a) if the actual volume of waste in the skip bin is equal to or less than half the capacity of the skip bin	Y		\$ 25.00		\$ 27.00	Per Cubic Metre	Local Government Act 2009	Commercial
RWR109	MSW, C&I, any mixture of MSW and C&I, or other material - (b) if the actual volume of waste in the skip bin is more than half the capacity of the skip bin	Y		\$ 47.00		\$ 50.00	Per Cubic Metre	Local Government Act 2009	Commercial
RWR110	C&D or any mixture of waste that includes C&D - (a) if the actual volume of waste in the skip bin is equal to or less than half the capacity of the skip bin	Y		\$ 41.00		\$ 43.00	Per Cubic Metre	Local Government Act 2009	Commercial
RWR111	C&D or any mixture of waste that includes C&D - (b) if the actual volume of waste in the skip bin is more than half the capacity of the skip bin	Y		\$ 78.00		\$ 82.00	Per Cubic Metre	Local Government Act 2009	Commercial
RWR	Domestic - No weighbridge available (Lakes Creek Road Waste Facility Only)								
RWR112	Car - any type or mixture of waste < 4.5 GVM or GCM (t)	Y				\$ 10.00	Transaction	Local Government Act 2009	Commercial
RWR113	Car towing a trailer - any type or mixture of waste < 4.5 GVM or GCM (t)	Y				\$ 36.00	Transaction	Local Government Act 2009	Commercial
RWR114	Van or ute any type of mixture of waste < 4.5 GGVM or GCM (t)	Y				\$ 29.00	Transaction	Local Government Act 2009	Commercial
RWR115	Van or ute towing a trailer - any type or mixture of waste < 4.5 GVM or GCM (t)	Y				\$ 58.00	Transaction	Local Government Act 2009	Commercial





Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Strategic Planning									
STP	Planning Scheme								
STP001	Electronic Copy	N		\$ 20.00		\$ 21.00	Per copy	Planning Act 2016	Chapter 7, Part 3 Section 264
STP	Hard copy:								
STP002	Fitzroy Shire Planning Scheme 2005	N		\$ 340.00		\$ 354.00	Per copy	Planning Act 2016	Chapter 7, Part 3 Section 264
STP003	Mount Morgan Shire Planning Scheme 2005	N		\$ 170.00		\$ 177.00	Per copy	Planning Act 2016	Chapter 7, Part 3 Section 264
STP004	Rockhampton City Planning Scheme 2005	N		\$ 398.00		\$ 414.00	Per copy	Planning Act 2016	Chapter 7, Part 3 Section 264
STP005	Rockhampton Region Planning Scheme 2015 (excluding maps)	N		\$ 420.00		\$ 437.00	Per copy	Planning Act 2016	Chapter 7, Part 3 Section 264
STP006	Rockhampton Region Planning Scheme 2015 (including 1048 pages of A3 colour maps)	N		\$ 1,062.00		\$ 1,104.00	Per copy	Planning Act 2016	Chapter 7, Part 3 Section 264



Fee Number	Item name	GST Authority	2023/2024 (incl GST) Descriptive if Required	2023/2024 (incl GST) \$	2024/2025 (incl GST) Descriptive if Required	2024/2025 (incl GST) \$	Charge basis per unit (Optional)	Legislative Authority	Fee Type
Swimming Pools									
SWM	Swimming Pools								
SWM	All listed fees are the maximum charge. Operators of Council's Pools may charge less than these and will set the fees for multiple use, hire for events and fees for specialised programs.								
SWM	WWII Memorial Pool (Southside), 42nd Battalion Memorial Pool (North side), Mount Morgan & Gracemere								
SWM004	Entry Fees								
SWM005	Child (Under 2)	Y		Free		Free	Each	Local Government Act 2009	Commercial
SWM006	Child (Under 16)	Y		\$ 3.00		\$ 3.00	Each	Local Government Act 2009	Commercial
SWM007	Adult	Y		\$ 3.00		\$ 3.00	Each	Local Government Act 2009	Commercial
SWM008	Concession or Student (ID Required)	Y		\$ 3.00		\$ 3.00	Each	Local Government Act 2009	Commercial
SWM009	Spectator	Y		\$ 3.00		\$ 3.00	Each	Local Government Act 2009	Commercial

11.9 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2024

File No: 8148
Attachments: 1. [Income Statement - April 2024](#)
2. [Key Indicator Graphs - April 2024](#)
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 April 2024.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 April 2024 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 2023 to 30 April 2024), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after ten months of the 2023/24 financial year. Results should be approximately 83.3% of budget.

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

Total Operating Revenue is at 95% of the revised 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 2024 have been raised and were due on 6 March 2024.
- Fees and charges revenue is at 90% largely due to results ahead of budget for Airport fees, Development Approvals, and Waste and Recycling fees.
- Private and recoverable works are at 92% of budget. This is mostly due to the timing of the works performed and invoiced.
- Grants and Subsidies are at 66%. This is mainly due to the timing of payments for Federal Assistance Grant and water carting to Mt Morgan.
- Interest Revenue is ahead of budget at 88% due to increased cash holdings and increases to interest rates for investments.
- Other Income is at 93% mainly due to additional car rental concession income from the Airport.
- All other revenue items are in proximity to budget.

Total Operating Expenditure is at 81% of the revised budget. Key components of this result are:

- Employee costs are below budget at 80%, which is partly due to transactions for employee leave provisions only being completed at end of financial year. There is also currently a number of vacant positions across Council's operations, which has resulted in some savings.
- Contractors and Consultants are at 70% due to the timing of the work performed.
- Materials and Plant expenses are at 88% due to increases in external plant costs across Civil Operations and Fitzroy River Water projects.
- Asset operational expenses are at 76% due to the timing of payments for services such as electricity which are billed quarterly.
- Administrative expenses are at 66% as the estimated timing of expenditure for the majority of this account group is later in the financial year for events managed by Community and Culture Unit and Advance Rockhampton.
- Depreciation expenses are at 86% mainly due to the processing of depreciation for water and sewer assets prior to their revaluation.
- Other Expenses are at 80% due to the timing of payments for the disbursement of Community Assistance Grants and Sponsorships.
- 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 72% of the revised budget. The majority of capital revenue budgeted to be received in 2023/24 is from grants and subsidies tied to performance obligations. As capital works progress through the year and meet performance milestones, grant funding is claimed.

Total Capital Expenditure is at 65% of the revised budget. The timing of delivery of several projects within the capital expenditure budget has been rescheduled to next financial year reducing the 2023/24 capital expenditure budget to \$143.9M.

Total Investments are \$95.0M at 30 April 2024.

Total Loans are \$121.5M at 30 April 2024.

CONCLUSION

After ten months of the financial year, operational income and expenses are mostly in line with expectations.

The capital program saw \$9.9M spent during April and overall a total of \$93.9M has been expended for the financial year to the end of April. The timing for delivery of a number of major projects will be reassessed in upcoming budget review.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2024

Income Statement - April 2024

Meeting Date: 28 May 2024

Attachment No: 1



Income Statement
For Period July 2023 to April 2024
83.3% of Year Gone

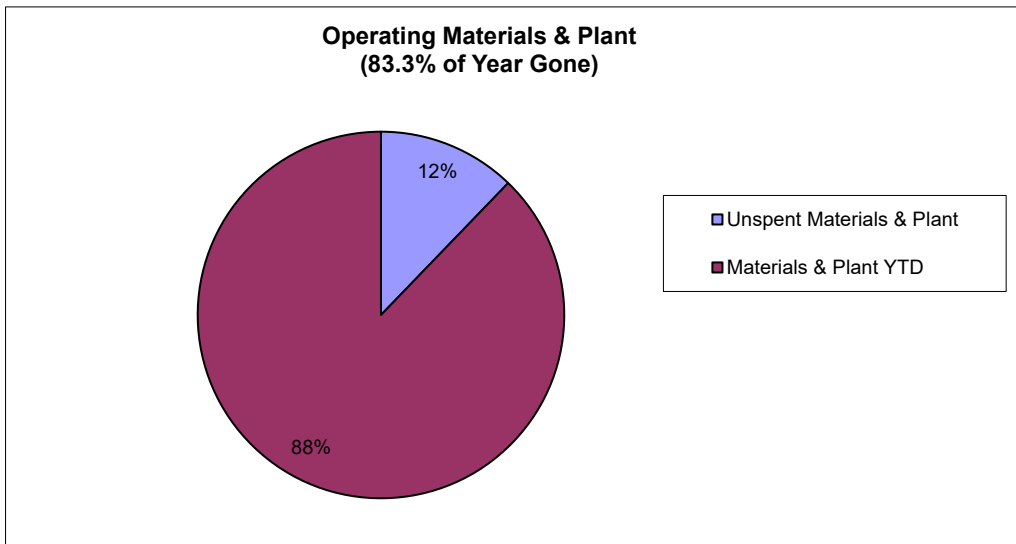
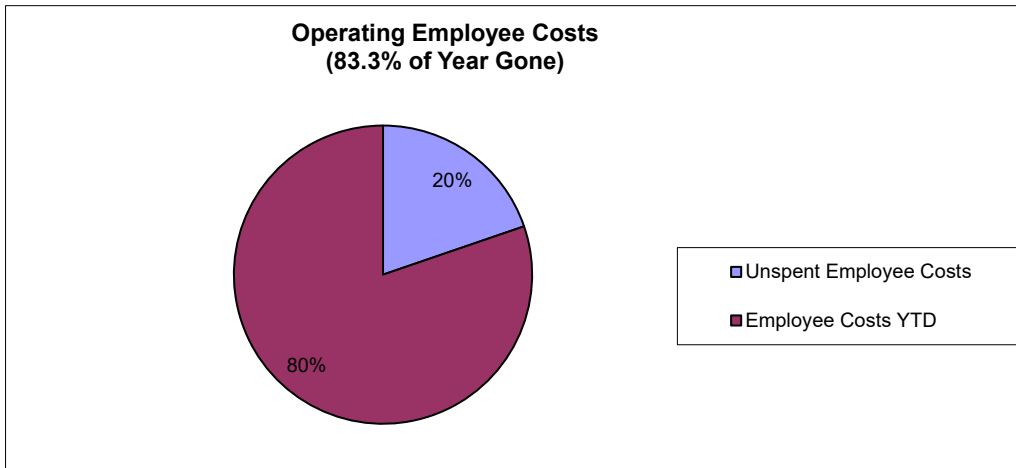
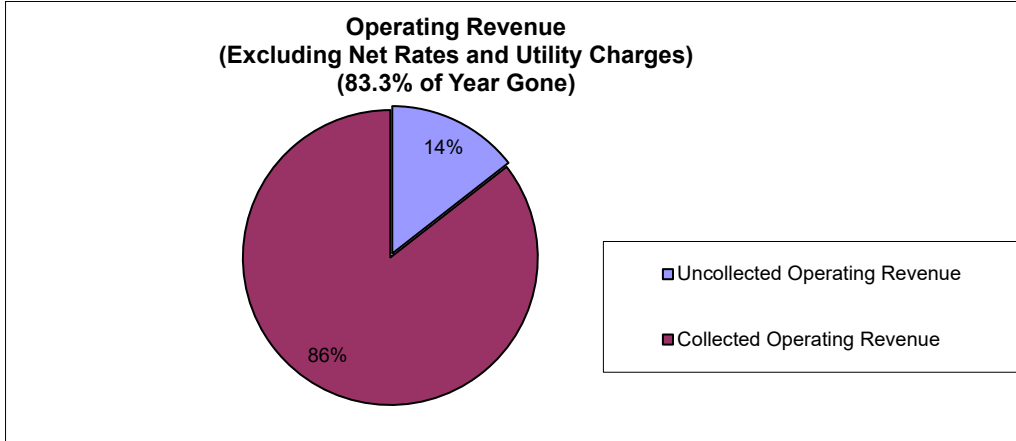
	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
	\$	\$	\$	\$	\$	
OPERATING						01 10
Revenues						
Net rates and utility charges	(187,045,651)	(187,045,651)	(180,286,493)	0	(180,286,493)	96% A
Fees and Charges	(37,940,957)	(38,414,409)	(34,569,888)	0	(34,569,888)	90% A
Private and recoverable works	(6,357,439)	(7,256,661)	(6,709,639)	0	(6,709,639)	92% A
Rent/Lease Revenue	(3,658,701)	(3,662,201)	(3,071,729)	0	(3,071,729)	84% A
Grants Subsidies & Contributions	(11,738,257)	(13,747,208)	(9,057,928)	0	(9,057,928)	66% A
Interest revenue	(3,842,750)	(3,842,750)	(3,390,866)	0	(3,390,866)	88% A
Other Income	(5,583,817)	(6,187,506)	(5,742,745)	0	(5,742,745)	93% A
Total Revenues	(256,167,572)	(260,156,386)	(242,829,290)	0	(242,829,290)	95% A
Expenses						
Employee Costs	99,783,767	99,720,261	80,028,668	265,180	80,293,848	80% A
Contractors & Consultants	26,140,307	28,132,699	19,567,807	9,596,273	29,164,079	70% A
Materials & Plant	20,316,259	21,065,914	18,493,608	5,515,481	24,009,089	88% A
Asset Operational	30,601,904	31,105,891	23,767,179	1,692,678	25,459,857	76% A
Administrative expenses	15,990,307	16,108,507	10,586,149	1,371,795	11,957,944	66% A
Depreciation	67,171,870	67,171,870	57,740,387	0	57,740,387	86% A
Finance costs	3,777,460	3,777,460	3,174,215	0	3,174,215	84% A
Other Expenses	1,331,865	1,311,865	1,047,211	23,245	1,070,456	80% A
Total Expenses	265,113,740	268,394,467	214,405,223	18,464,652	232,869,876	81% A
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(7,474,642)	(7,341,029)	(7,478,490)	0	(7,478,490)	102% A
Total Transfer / Overhead Allocation	(7,474,642)	(7,341,029)	(7,478,490)	0	(7,478,490)	100% A
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	1,471,526	897,052	(35,902,556)	18,464,652	(17,437,904)	-2440% A
CAPITAL	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
Total Developers Contributions Received	(7,273,428)	(7,273,428)	(2,132,586)	0	(2,132,586)	29%
Total Capital Grants and Subsidies Received	(55,043,604)	(78,084,403)	(58,823,283)	0	(58,823,283)	75%
Total Proceeds from Sale of Assets	0	(70,000)	(689,038)	0	(689,038)	984%
Total Capital Income	(62,317,032)	(85,427,831)	(61,644,907)	0	(61,644,907)	72%
Total Capital Expenditure	150,637,323	143,914,802	93,946,882	117,868,397	211,815,279	65%
Net Capital Position	88,320,291	58,486,971	32,301,975	117,868,397	150,170,372	55%
TOTAL INVESTMENTS			94,997,404			
TOTAL BORROWINGS			121,523,939			

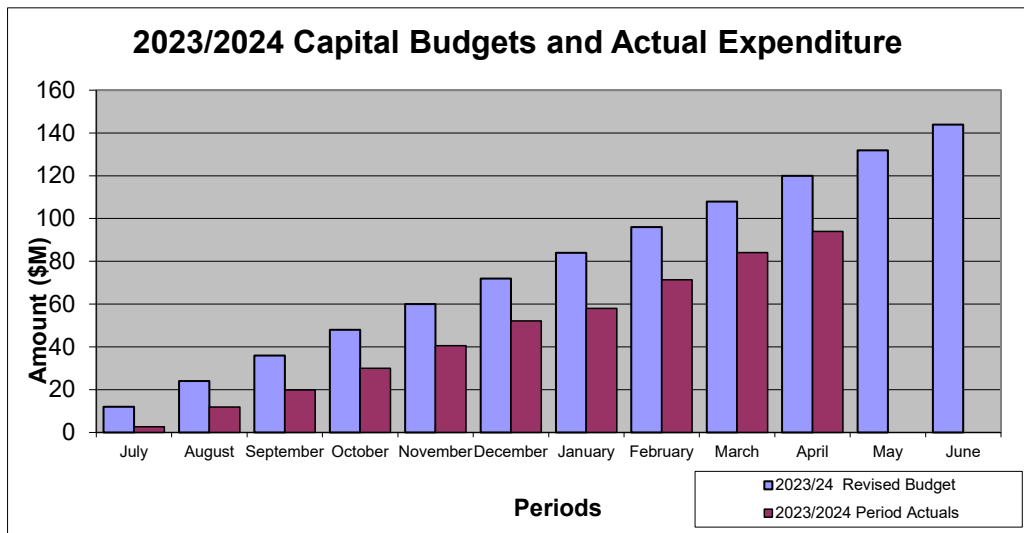
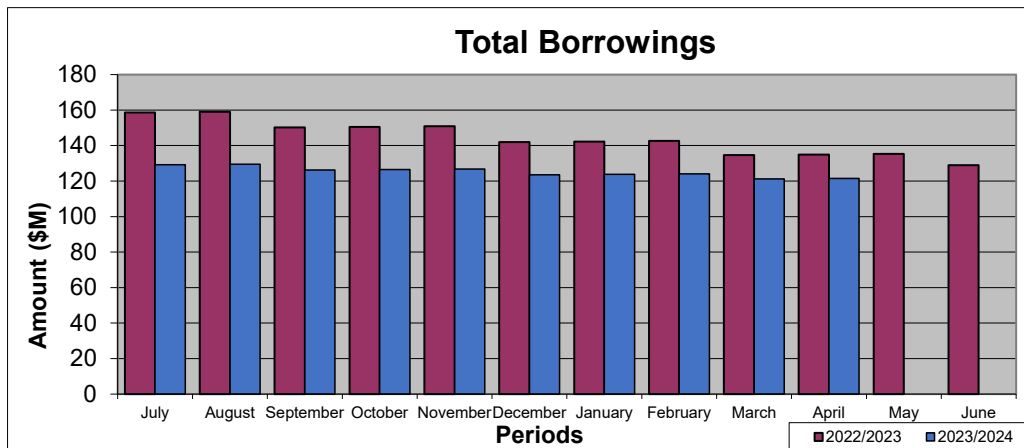
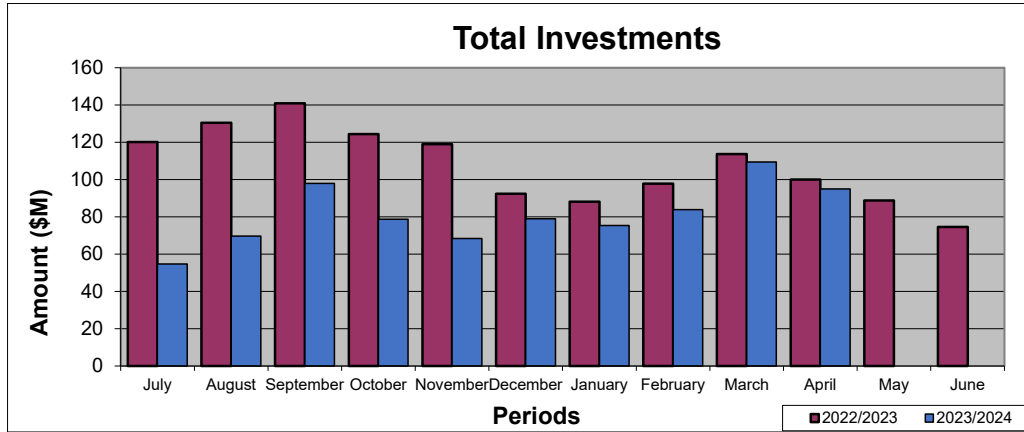
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2024

Key Indicator Graphs - April 2024

Meeting Date: 28 May 2024

Attachment No: 2





11.10 QUEENSLAND BEEF CORRIDOR STEERING COMMITTEE

File No: 14880
Attachments: 1. [Report 12 October 2021](#)↓
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

This report seeks approval for appointment of representatives on Queensland Beef Corridor Steering Committee.

OFFICER'S RECOMMENDATION

THAT:

- (1) Mayor Tony Williams and Chief Executive Officer Evan Pardon be appointed as Council's representatives on the Queensland Beef Corridor Steering Committee;
- (2) In the absence of Mayor Tony Williams, the Deputy Mayor, Councillor Drew Wickerson be appointed as Proxy on the Queensland Beef Corridor Steering Committee; and
- (3) In the absence of the Chief Executive Officer, the Manager Infrastructure Planning, Martin Crow be appointed as Proxy on the Queensland Beef Corridor Steering Committee.

COMMENTARY

Chief Executive Officer is seeking to formalise appointment to Queensland Beef Corridor Steering Committee (QBCC) moving forward, as it is essential that Council have representation at these meetings.

Currently if Mayor or CEO are unable to attend QBCC meetings, Council has been represented by either Martin Crow, Manager Infrastructure Planning and/or Wade Clark, Manager Economic Development as proxies.

Formal approval is now sought for Council officers to represent Council at QBCC meetings when Mayor and CEO are unable to participate.

BACKGROUND

In September 2021, Rockhampton Regional Council was invited to join with the Queensland Beef Corridor Councils (QBCC) to collectively advocate for significant government investment into key roads that support the beef industry in central and western Queensland.

The QBCC is a group of seven Central Queensland Local Governments - Central Highlands Regional Council, Barcaldine Regional Council, Isaacs Regional Council, Woorabinda Aboriginal Council, Banana Shire Council, Gladstone Regional Council and Rockhampton Regional Council.

A copy of report considered at Council meeting 12 October 2021 is **attached**, to provide some background to QBCC.

PREVIOUS DECISIONS

Council Meeting 12 October 2021:

THAT Council:

- (a) *endorse Rockhampton Regional Council becoming a member Queensland Beef Corridor Councils and agree to making an initial financial contribution of \$12,000 and to providing in-kind support; and,*

- (b) *seek to have Glenroy Road upgrades and a new bridge at Glenroy Crossing included in the Queensland Beef Corridors priorities.*

Council meeting 10 May 2022:

THAT Council provides an additional financial contribution of \$1,472 plus GST to the Queensland Beef Corridor Councils Initiative.

Council meeting 20 February 2024:

THAT Council provides a financial contribution of up to \$35,000 (exc GST) commensurate with the majority of other Queensland Beef Corridor Council members to support the Queensland Beef Corridor program.

BUDGET IMPLICATIONS

Funding has been included in the appropriate operational and capital budgets.

LEGAL IMPLICATIONS

There are no legal implications as this is an advocacy initiative for infrastructure.

STAFFING IMPLICATIONS

In kind contributions will be required from Advance Rockhampton and Infrastructure Planning noting that CHDC will provide coordination services.

CORPORATE/OPERATIONAL PLAN

Corporate Plan – Our Council: 1.2 We are respected and recognised for our engagement with the community and our contributions to the Region.

Operational Plan – Our Council: 1.1.4 We pursue and advocate for funding that enables us to deliver our planned priorities and supports our financial sustainability.

Operational Plan – Our Council: 1.2.2 We have productive and respectful relationships with stakeholders within neighbouring regions.

Operational Plan – Our Economy: 3.2.3 We advocate for the Region with all levels of government and support non-Council projects that benefit the Region.

Operational Plan – Our Economy: 3.4.1 We plan and deliver significant projects that deliver ongoing, sustainable economic benefits for the Region.

CONCLUSION

The QBCC is a corner stone collaboration initiative with 6 other Central Queensland Councils on shared interests in promoting and supporting the region's beef industry and essential infrastructure that supports its supply chains and logistics operations. It is essential that Rockhampton Regional Council is represented at all meetings of the QBCC.

QUEENSLAND BEEF CORRIDOR STEERING COMMITTEE

Report 12 October 2021

Meeting Date: 28 May 2024

Attachment No: 1

ORDINARY MEETING

12 OCTOBER 2021

11.5 QUEENSLAND BEEF CORRIDORS COUNCILS

File No: 4932
Attachments: 1. Letter of Invitation
2. QBCC Priorities Infographic
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Angus Russell - Manager Strategy and Planning
Greg Bowden - Executive Manager Advance
Rockhampton

SUMMARY

The report provides discussion and recommendations on an invitation for Rockhampton Regional Council to become a member of the Queensland Beef Corridor Councils.

OFFICER'S RECOMMENDATION

THAT Council:

- (a) endorse Rockhampton Regional Council becoming a member Queensland Beef Corridor Councils and agree to making an initial financial contribution \$12,000 and to providing in-kind support; and,
- (b) seek to have Glenroy Road upgrades and a new bridge at Glenroy Crossing included in the Queensland Beef Corridors priorities.

COMMENTARY

Councillor Kerry Hayes, Mayor of Central Highlands Regional Council, has written to Mayor Tony Williams to formally invite Rockhampton Regional Council to join with the Queensland Beef Corridor Councils (QBCC) to collectively advocate for significant government investment into key roads that support the beef industry in central and western Queensland. A copy of that correspondence is attached.

The QBCC is a group of six central Queensland Local Governments including Central Highlands Regional Council, Barcardine Regional Council, Isaacs Regional Council, Woorabinda Aboriginal Council, Banana Shire Council and Gladstone Regional Council.

The QBCC is specifically advocating for a \$400 million injection into key road networks that support the beef industry with that funding targeting identified network deficiencies. Current priorities identified by the QBCC include the following:

- Blackall - Jericho Road: 12km unsealed | Cost to seal \$6M
- Alpha - Tambo Road: 48km unsealed | Cost to seal \$36.3M
- Clermont - Alpha Road: 68km unsealed | Cost to seal: \$66.4M
- Dawson Development Road: 150km unsealed | Cost to seal \$113M
- Kilcummin - Diamond Downs Road: 48km unsealed | Cost to seal: \$50M
- May Downs Road: 31km unsealed | Cost to seal \$72M
- Duaringa - Apis Creek Road: 21km unsealed | Cost to seal \$17m
- Fitzroy Development Road: 54km unsealed | Cost to seal \$41M
- Leichhardt and Burnett Highways: 74km Investment for Road Train Corridor \$72.5M
- Dawson Highway: 118km Additional investment to extend heavy vehicle corridor \$100M

ORDINARY MEETING

12 OCTOBER 2021

An infographic of the QBCC priority areas and routes is also attached.

Council has identified a number of agricultural and beef industry related advocacy priorities including upgrading and sealing of Glenroy Road and construction of a new high level bridge over the Fitzroy River at Glenroy Crossing. These projects have been advocated through the Australian Government's Roads of Strategic Importance (ROSI) initiative.

BACKGROUND

The beef industry is a significant contributor to the Australian economy, with the industry valued at some \$19 billion annually. Queensland boasts 48% of the national herd with the Fitzroy Region having over 3 million head of cattle.

Rockhampton is known as the Beef Capital of Australia and represents a significant hub in the Queensland beef industry supply chain. It is home to Teys Lakes Creek meat processing facility and nearby JBS Nerimbera and the CQLX livestock selling facility at Gracemere. Council understands both local processors are seeking to increase throughput.

Rockhampton is a hub for beef industry research and innovation and Rockhampton businesses provide a range of services to the industry both locally and in the wider central Queensland region. Rockhampton also hosts the triennial Beef Australia Exposition, which in 2021 boasted attendance of more than 115,000 over the week-long event.

Transportation efficiencies are vital to both the processing facilities in Rockhampton and also to the Gracemere Saleyards which has average annual throughput of some 120,000 head.

Council recognises the Australian Government's ROSI initiative which includes the Mount Isa to Rockhampton corridor as one of its priorities. Council has previously made submissions in relation to this initiative highlighting the importance of ongoing upgrades to the Capricorn Highway and important feeder corridors including Ridgeland Road and Glenroy Road.

PREVIOUS DECISIONS

There have not been any previous decisions specifically in relation to this matter. A report was made to Council on 25 August 2020 in relation to the ROSI initiative with Council resolving to support the allocation of additional funds to the Capricorn Highway and seeking ROSI funding for Glenroy Road and Glenroy Crossing upgrades.

BUDGET IMPLICATIONS

The QBCC has requested a \$12,000 initial contribution from Council to enable resourcing of the advocacy coordinated through the Central Highlands Development Corporation. The member contribution will be provided to the Central Highlands Regional Council. This request can be met from with existing Advance Rockhampton budgets.

LEGISLATIVE CONTEXT

None

LEGAL IMPLICATIONS

None

STAFFING IMPLICATIONS

Some in-kind contributions have also been requested and this will be provided via existing Advance Rockhampton staff resources.

RISK ASSESSMENT

No risk assessment has been completed.

CORPORATE/OPERATIONAL PLAN

Council's 2021-22 Operational Plan, Action 2.2.2 to "Deliver economic development and industry engagement initiatives that create economic growth and lifestyle improvements in the Region and continue to strengthen resources, construction, agriculture and defence industry services and create new opportunities in the renewable energy sector."

ORDINARY MEETING

12 OCTOBER 2021

CONCLUSION

The invitation to become a member of the QBCC provides an opportunity for Rockhampton Regional Council to collaborate with other central Queensland Councils on shared interests in promoting and supporting the region's beef industry and essential infrastructure that supports its supply chains and logistics operations. It is also anticipated that this will also assist Council's individual advocacy through mechanisms such as the ROSI initiative.



Contact Name: Cr Kerry Hayes
 Telephone: 1300 242 686
 Fax: 1300 242 687
 Email: mayor@chrc.qld.gov.au
 Address: PO Box 24, Emerald QLD 4720

27 September 2021

Cr Tony Williams
 Mayor
 Rockhampton Regional Council
 PO Box 1860
 ROCKHAMPTON QLD 4700

Email: mayor@chrc.qld.gov.au

Dear Tony

Queensland Beef Corridors

On behalf of Queensland Beef Corridor Councils, I formally invite Rockhampton Regional Council to be a member of our advocacy project.

As you are aware, our group of seven local governments (Central Highlands Regional Council, Barcaldine Regional Council, Isaac Regional Council, Woorabinda Aboriginal Shire Council, Banana Shire Council, Gladstone Regional Council and Blackall – Tambo Regional Council) joined to collectively launch our bid to have \$400 million injected into key beef network connector roads extending from the Central West through to Central Queensland supply chains to Rockhampton and Biloela processing plants to Gladstone Port.

We make our claims on the basis of representing almost 25% of the nation's beef herd and \$1.7 billion of annual income for the nation.

The beef products diverse production systems include breeding, backgrounding, feed lotting and live animal export all of which have and continue to underpin our local economies.

Technology and genetics are an important contributor to the continued growth of the beef sector and as early adopters and resilient business we cannot afford the disruption of closed and / or dangerous roads that fail to deliver our product safely and reliably.

Rockhampton's formal membership of our group will add not only very clear statistical support but will lend the world's Beef Capital reputation to our advocacy.

Our members have resolved to continue to advocate, particularly during this advantageous political cycle and are formalizing investment in a dedicated resource to ensure that there is a constant reference point for additional collection of data, establishment of priorities and coordination of appearances and advocacy meetings.

Major council members are being requested to provide \$12,000 initially with Woorabinda Aboriginal Shire Council providing \$1,000. Central Highlands Regional Council will

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centralhighlands.qld.gov.au

coordinate the procurement of the resource through its wholly owned development company the Central Highlands Development Corporation, and Central Highlands Regional Council will be the 'banker' for the receipt and disbursement of the member funding contributions. LGAQ has offered services as well in their peak body role. Please note that Blackall-Tambo Regional Council have resolved not to participate in this advocacy project.

Member councils will be required to continue to provide data and some useful in-kind support through the advocacy period which has been agreed may be 12 months in the first instance.

The initial launch was held in May at Beef 2021 at Customs House in Rockhampton to highlight and celebrate Rockhampton's Beef Week and to show how our regions contribute to the broader state economy. It makes sense to have Rockhampton join us in this next phase to successfully establish us as the most important beef production region in the world and worthy of appropriate investment from other levels of government.

We look forward to your confirmation of joining with us to prosecute our case and to build our regional economies.

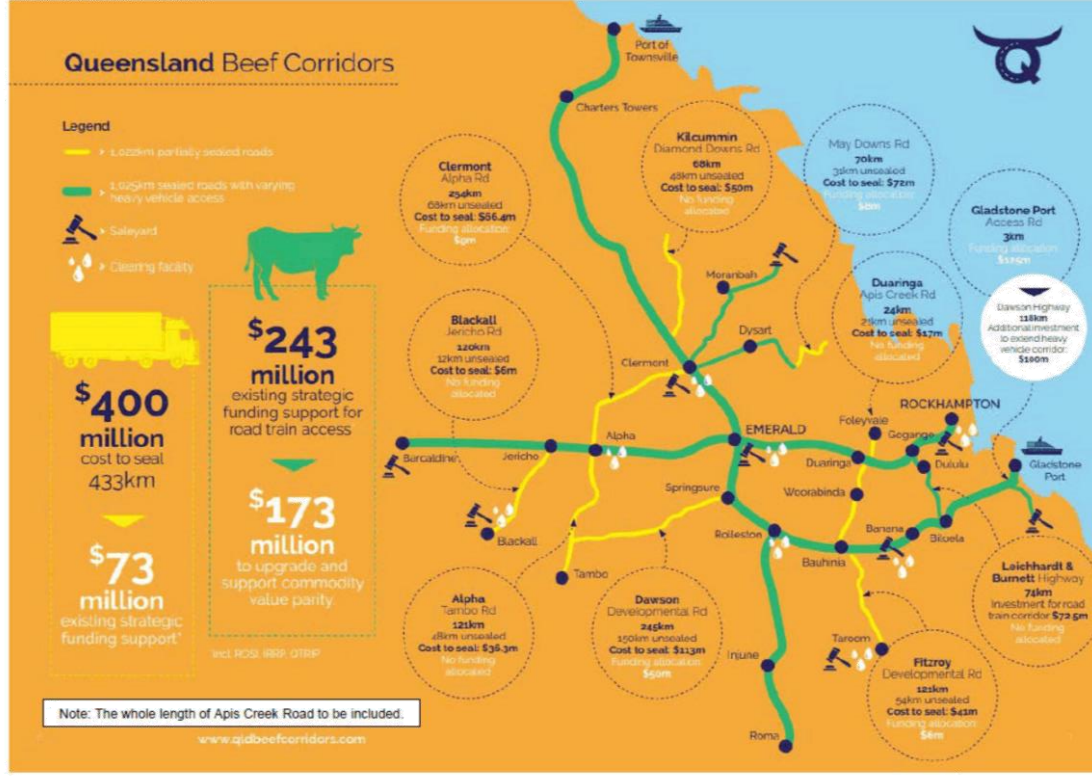
Kind regards



Cr Kerry Hayes
Mayor
Central Highlands Regional Council

CC:
Mr Evan Pardon
Chief Executive Officer
Rockhampton Regional Council
ceo@rrc.qld.gov.au

Priority Roads List



11.11 ADDITIONAL APPOINTMENTS OF REPRESENTATIVES OF COUNCIL TO EXTERNAL ORGANISATIONS

File No:	10072
Attachments:	Nil
Authorising Officer:	Evan Pardon - Chief Executive Officer
Author:	Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

The Deputy Chief Executive Officer is seeking additional nominations to represent Rockhampton Regional Council on external organisations.

OFFICER'S RECOMMENDATION

THAT Council additionally appoints members to represent Rockhampton Regional Council on organisations, associations or bodies as below:

Organisation	Council Representative
Capricornia Domestic & Family Violence Steering Committee	Councillor Taylor Councillor Latcham
Reef Guardian Council Program	Councillor _____
Beef Corridors Program	Mayor Williams Councillor Taylor
Rockhampton Regional Roads and Transport Group	Councillor Taylor Councillor _____ (proxy)

COMMENTARY

In addition to the report considered by Council on 9 April 2024 regarding the appointment of representatives of Council to external organisations, listed below are additional external organisations for Council's consideration:

- Capricornia Domestic & family Violence Steering Committee
- Reef Guardian Council Program
- Beef Corridors Program

Also, the Rockhampton Regional Roads and Transport Group are seeking Council's consideration for inclusion of a proxy. Councillor Taylor has been appointed as Council's representative for this group.

LEGISLATIVE CONTEXT

There are no legislative implications associated with Council representation on external organisations.

LEGAL IMPLICATIONS

There are no direct legal implications associated with Council representation on external organisation, save for decisions made by external organisations are not binding on Council in the absence of a formal Council resolution.

CORPORATE/OPERATIONAL PLAN

Corporate Plan Goal 1.2 We are respected and recognised for our engagement with the community and our contributions to the region.

CONCLUSION

Council adopts the additional nominations to represent Rockhampton Regional Council on external organisations listed in the report.

11.12 AMENDMENT TO EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY

File No:	11979
Attachments:	1. Final Draft Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy - Clean ↓ 2. Final Draft Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy - Tracked ↓
Authorising Officer:	Evan Pardon - Chief Executive Officer
Author:	Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

A minor alteration is proposed to the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.

OFFICER'S RECOMMENDATION

THAT the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy as presented to this report be adopted.

COMMENTARY

A potential anomaly has been identified in the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy which this minor addition addresses.

BACKGROUND

In relation to the private use of vehicles and authorized drivers, Section 5.3.2.4.2 lists the application of this. It does permit the use of spouse and partners however the assumption that all Councillors may have a spouse or partner is not correct. It is recommended that wording be inserted that permits the Chief Executive Officer to approve an authorized licensed driver.

PREVIOUS DECISIONS

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy was adopted on the 9 April with a review date of April 2028. If approved the review date still remains as April 2028.

BUDGET IMPLICATIONS

Nil

LEGISLATIVE CONTEXT

This is compliant with the Local Government Act 2009.

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

Nil

CORPORATE/OPERATIONAL PLAN

Operational Plan 1.1.3 – We have effective governance with accountable decision-making practices.

CONCLUSION

It is recommended that Council approve this minor alteration to the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.

**AMENDMENT TO EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS POLICY**

**Final Draft Expenses Reimbursement
and Provision of Facilities for Mayor
and Councillors Policy
Clean**

Meeting Date: 28 May 2024

Attachment No: 1

EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY

STATUTORY POLICY



1 Scope

This policy applies to Councillors of Rockhampton Regional Council. This policy does not provide for salaries or other forms of Councillor remuneration. Councillor remuneration is in accordance with the determination of the Local Government Remuneration Commission.

2 Purpose

The purpose of this policy is to ensure accountability and transparency in the reimbursement of expenses and the provision of facilities provided or incurred by the Councillors.

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Income Tax Assessment Act 1997 (Cwth)

Local Government Act 2009

Civic Events Policy

Council Vehicle Incident Procedure

Declaration of Travel Expenses Form

Entertainment and Hospitality General Ledger Expense Allocation Whole of Council Work Instruction

Entertainment and Hospitality Policy

Fleet Acquisition Policy

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Notice of Incident – Insurance Purposes (Internal)

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel Request Form

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
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Civic Event	An event or ceremony which involves a guest/s of honour and invites guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> .
Council	Rockhampton Regional Council
Council Table	The body of elected Councillors of Council.
Councillors	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
CQROC	Central Queensland Regional Organisation of Councils
CQROC Local Government Areas	The boundaries of the local government areas of Banana Shire Council, Central Highlands Regional Council, Gladstone Regional Council, Livingstone Shire Council, Woorabinda Aboriginal Shire Council and Rockhampton Regional Council.
Discretionary Training	Training a Councillor wishes to attend, outside the provisions of mandatory training.
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their obligations under the <i>Local Government Act 2009</i> . The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
Mandatory Training	Training the CEO deems mandatory for a Councillor to attend for skill development directly related to the Councillor's role.
Mayor	An elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act 2009</i> .
Official Council Business	<p>Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete) and where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to:</p> <ul style="list-style-type: none"> (a) Official Council meetings, Councillor forums and workshops, (b) Meetings and engagements associated with Councillors who have been formally appointed to an external organisation; (c) Attendance at prescribed Local Government training/workshops and conferences; (d) Attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors in their capacity to undertake official duties; (e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a Councillor; (f) Attending meetings of community groups where invited to speak about Council programs or initiatives; (g) Attending private meetings with constituents about Council strategies, programs or initiatives; and/or (h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities. <p>Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.</p>

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Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Resolution	A motion passed by a majority of Councillors at the meeting. While in practice it means the "Council decision", the word "resolution" also indicates the process by which the decision was made.

5 Policy Statement

Council is committed to ensuring Councillors are provided with facilities and that reasonable expenses incurred while undertaking official Council business are paid or reimbursed to enable them to perform their duties.

Payment or reimbursement of expenses and provision of facilities for Councillors is:

- (a) In accordance with statutory requirements;
- (b) To be open and transparent, prudent and responsible;
- (c) Acceptable to the community;
- (d) Based on ensuring economy and efficiency; and
- (e) Subject to allocated and approved budget.

Family members, including partners, of Councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors.

A leave of absence is automatically granted where a Councillor is appointed as a Council representative on a committee or association by Council resolution. Should there be a lack of quorum at a committee or ordinary meeting due to the Councillor attending an activity, the CEO will refer the approval for a leave of absence to the Council table.

5.1 Expense Categories

5.1.1 Official Council Business

Council pays or reimburses expenses incurred in undertaking official Council business.

5.1.2 Professional Development

Council pays or reimburses expenses incurred by a Councillor attending the following professional development:

- (a) Mandatory training; and
- (b) Discretionary training provided the expenses do not exceed the following limits:
 - (i) Mayor No limit
 - (ii) Councillors \$7,500 per year

If a Councillor exceeds the above limits and wishes to attend discretionary training, a Council resolution is required.

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5.1.3 Travel Expenses

Council pays or reimburses expenses incurred by a Councillor (for example, flights, car, accommodation, meals) as set out in this policy.

If associated travel expenses are in line with the budget allocation prior Council approval is not required for travel undertaken:

- (a) Within the CQROC Local Government Areas provided the expenses are deemed necessary for undertaking official Council business or professional development; or
- (b) Outside of the CQROC Local Government Areas where the purpose of the travel is connected with fulfilling the Councillor's duties as the Council endorsed representative to an external organisation, association or body.

For Councillors, excluding the Mayor and Deputy Mayor, if the travel is outside of the CQROC Local Government Areas and the purpose of the travel is for other official Council business or professional development, regardless of budget allocation, the travel must be approved in advance by Council resolution. Where a Councillor is unable to obtain pre-approval by Council resolution the CEO may give pre-approval for urgent travel outside of the CQROC Local Government Areas.

Any travel expenses outside of the budget allocation requires approval by Council resolution regardless of the location of the travel or if attending as an endorsed representative to an external organisation, association or body.

Councillors must take the following into consideration prior to requesting attendance:

- (a) The value and benefit to Council; and
- (b) Alternate methods of engagement or attendance, for example virtual participation.

Requests for approval must include supporting documentation and justification demonstrating the value to Council and the Region.

Details of all proposed flights, accommodation, hire car and other known travel expenses must be completed on a Travel Request Form and submitted prior to travel. All travel arrangements and bookings must be coordinated with Committee Support.

5.1.3.1 Flights

Airline bookings are made with respect to convenience of scheduling, and where practical, to take advantage of discounted air fares.

Standard of air travel is economy class however when Councillors are required to travel on long range flights the CEO may approve travel other than economy class.

5.1.3.2 Accommodation

All Councillor accommodation should be selected having regard to:

- (a) The best price value; and
- (b) Convenience to the conference/meeting.

In determining accommodation locations and standards for all Councillors, every effort is made to minimise the total cost associated with attendance at the event. Travel time to the event, taxi (or like service) costs, convenience and hotel services is considered when booking accommodation. When practical and available, accommodation is arranged within close proximity to the event venue.

When attending conferences, Councillors should utilise the costs savings from any package provided by conference organisers. Alternative accommodation arrangements may be chosen taking into account the total costs, location, value for money, convenience and safety.

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One night's accommodation prior to the event is only approved where travel to the event on the day of commencement is not practical.

All expenses incurred at the accommodation venue other than accommodation and meals must be settled at the time of departure.

5.1.3.3 Private Vehicle Use

Use of private motor vehicles (excluding Council provided vehicles) is not permitted without CEO prior approval. The use of private vehicles for official Council business will only be approved where every effort to use Council vehicles has been explored in advance of its required need.

Council insurance does not cover private vehicles used for official Council business.

Where a Councillor utilises their own private vehicle in the undertaking of official Council business, the Councillor is entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule.

5.1.3.4 Parking and Associated Fees

Council reimburses parking costs where a vehicle has incurred fees and fees and charges incurred from travel on Queensland toll roads (excluding infringement notices, or administration fees/overdue fees from non-payment of toll charges within prescribed timeframes) whilst undertaking official Council business.

5.1.3.5 Public Transport/Taxi and Ride Share Fares

Council reimburses the cost of travel associated with official Council business. Where possible, cab charge vouchers and airtrain tickets should be obtained from Committee Support prior to travel.

5.1.3.6 Conference Proceedings

Council reimburses the cost of conference proceedings where the information is deemed valuable to convey information about the conference content that could not be conveyed as well by other means.

5.1.3.7 Laundry/Dry Cleaning

Council reimburses the cost of laundry/dry cleaning charges when the Councillor's travel exceeds four consecutive days.

5.1.3.8 Meals

If breakfast is able to be purchased at the place of accommodation and can be charged to the room account, the standard hotel breakfast rate is covered.

If a meal is not included as part of official Council business or accommodation package, the cost of meals allowable is up to:

- (a) Breakfast \$50.00
- (b) Lunch \$50.00
- (c) Dinner \$100.00

Meal allowances must be utilised independently for each meal type per day and not to be added together for one meal.

Should the Councillor choose not to attend a provided meal, then the full cost of the alternative meal is to be met by the Councillor.

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5.1.3.9 Non Allowable Expenditure

Expenses not reimbursed as part of your official duties will not be reimbursed whilst travelling, excluding items in paragraphs 5.1.3.1 to 5.1.3.8. The following are examples of expenses not reimbursed by Council:

- (a) Beverages not included within a meal allowance;
- (b) Tips and gratuities other than where travel is to a place where tips and gratuities are the custom;
- (c) Applying for or renewing passports;
- (d) Airline club fees (that is, Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO;
- (e) Excess baggage claims, unless items are directly related to the approved event;
- (f) Toiletries;
- (g) Barber or hair stylist;
- (h) Babysitting fees;
- (i) Kennel fees;
- (j) Tourism related costs;
- (k) Traffic parking fines;
- (l) Fees and charges associated with personal travel on Queensland tolls charges;
- (m) Travel costs not applicable to the official Council business; and
- (n) In-flight and in-house movies.

5.1.3.10 Other Travel Matters

5.1.3.10.1 Travel Insurance

Councillors are covered by Council insurance while travelling on official Council business. Details of cover may be obtained from the Manager Corporate and Technology Services.

If the level of cover is considered by the Councillor to be inadequate for their personal requirements, additional insurance can be obtained at the Councillor's expense.

5.1.3.10.2 Local Government WorkCare

Councillors engaged in travel on official Council business, including intrastate, interstate or overseas travel are entitled to the statutory protection of WorkCare, as in the normal course of employment.

Cover is extended to Councillors for the full duration of the Councillor's absence from the normal place of work, but excludes personal/recreational activities of a high-risk nature outside the normal course of employment.

5.1.3.10.3 Extended Personal Travel

Should travel time be extended by the Councillor for personal reasons beyond what is necessary for the purposes of the authorised travel, all additional costs and arrangements is the responsibility of the Councillor.

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5.1.3.10.4 Travel by Family Members

A Councillor may choose to have a companion travel with them on official Council business. The Councillor is responsible for charges over and above the standard Council rate for one adult travelling, for example, standard room as opposed to larger room to accommodate a family or car hire to accommodate a family.

5.1.3.10.5 Rewards Programs

Councillors may accumulate reward points for travel for business and/or personal use as a result of travel in the course of their duties. Councillors are to use their best endeavours to allocate rewards points accumulated in the course of their duties for future official Council business travel.

5.1.3.10.6 Non-Attendance

It is the Councillor's responsibility to ensure they undertake the approved confirmed attendance, travel and/or accommodation booked.

Council reserves the right to recoup costs incurred for the failure of such attendance.

5.1.3.10.7 Purchase Cards

The Mayor may be issued with a corporate purchase card. It must not be used to book travel arrangements, including flights, accommodation or registrations. The only exception is for emergency flight or accommodation changes outside the Mayor's control.

5.1.3.10.8 Additional Expenses

Any additional costs not covered by this policy may be approved by the CEO provided the costs are fully substantiated and receipts or declarations of all expenditure incurred are provided on the Declaration of Travel Expenses Form.

5.1.3.10.9 Claiming and Declaration of Travel Expenses

It is the Councillor's responsibility to seek reimbursement of legitimate expenses upon return.

Expenses incurred during travel on official Council business must be declared on the Declaration of Travel Expenses Form. This includes both expenses to be reimbursed and expenses incurred on corporate purchase cards. The original itemised tax invoice/receipt must be submitted with the Declaration of Travel Expenses Form. If the original tax invoice cannot be produced, a statutory declaration must be completed.

All travel supporting documentation including unused cab charge vouchers and airtrain tickets must be returned with the Declaration of Travel Expenses Form within 14 days of completion of travel for processing and payment. Committee Support arranges reimbursement in accordance with this policy.

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5.2 Entertainment and Hospitality

5.2.1 Expenditure

Provided entertainment and hospitality expenses are incurred in accordance with the Entertainment and Hospitality Policy, Council pays or reimburses entertainment and hospitality expenses incurred by Councillors provided the expenses do not exceed:

- (a) \$6,000 per annum for the Mayor; and
- (b) \$1,200 per annum for each Councillor.

Hospitality expenses related to official receptions and other functions organised by Council are excluded from the expenditure limits mentioned above and are met from relevant approved budgets.

5.3 Facilities

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official duties.

Council determines the reasonable standard for facilities for Councillors. If a Councillor chooses a higher standard of facility than prescribed by Council, any difference in cost must be met by the Councillor.

Facilities provided to Councillors remain Council's property and must be accounted for during annual equipment audits. The facilities must be returned to Council when the Councillor's term expires, unless Council agrees to dispose of the facility in some other manner.

5.3.1 Administrative Tools and Office Amenities

Council provides Councillors with the facilities listed below:

5.3.1.1 Office Space and Access to Meeting Rooms

The Mayor and Deputy Mayor are provided with a dedicated office in the Rockhampton City Hall.

Council provides access to occasional office accommodation and meeting rooms for Councillors to meet with constituents and the public.

5.3.1.2 Support

The Mayor is provided with a senior officer and an administration officer.

The Deputy Mayor and Councillors are provided with two shared administrative support officers as determined by the CEO.

5.3.1.3 Computer

Councillors are provided with a laptop computer for official Council business use.

An iPad or similar tablet type mobile device is made available on request to the CEO.

5.3.1.4 Stationery

Councillors are provided stationery for official purposes only.

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by Council.

5.3.1.5 Telecommunication Needs

Councillors are provided with a smartphone as designated by the CEO.

It is recognised that community obligations and demands on the Mayor, Deputy Mayor and Councillors are such that generally all calls are deemed to be official Council business. Therefore, the Mayor, Deputy Mayor and Councillors are entitled to have

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the full cost of Council business related mobile devices charges paid by Council.

5.3.1.6 Publications

Councillors are provided access to copies of relevant books and journals considered necessary for undertaking their duties.

5.3.1.7 Advertising

Council does not reimburse or provide funds, services or facilities for the purposes of advertising for Councillors.

5.3.1.8 Community Consultation

Councillors may use Council provided facilities to correspond with community representatives for the purpose of clarifying issues relevant to their division or the Region in general. If a Councillor chooses to undertake community consultation exceeding the consultation approved by Council, the Councillor must pay the costs of the further consultation.

5.3.1.9 Other Equipment

Councillors may be provided with home office equipment (in addition to a laptop computer as identified in paragraph 5.3.1.3) comprising of a:

- (a) Laptop docking station;
- (b) Printer/scanner/copier;
- (c) Computer screen;
- (d) Lockable filing cabinet;
- (f) Desk and chair; and
- (g) Internet access for official Council business use only.

5.3.1.10 Personal Protective Equipment, Uniforms, Blazer and Name Badge

Councillors are provided with any personal protective equipment such as overalls, safety shoes, safety helmets or glasses, as required.

Councillors may be provided with corporate uniforms comprising five items, with or without Council's corporate logo, a blazer with Council's Crest or corporate logo and a name badge if required.

5.3.1.11 Maintenance

Council covers ongoing maintenance costs associated with fair wear and tear of Council owned equipment to ensure it is operating for optimal professional use.

5.3.2 Vehicles

5.3.2.1 Vehicle Allowance

Councillors, with the exception of the Mayor, are provided with a Council vehicle for official Council business use, up to Council's fleet purchase price of \$47,000 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle). Whilst consultation with the Councillor will be undertaken, the vehicle supplied will be at the determination of the CEO taking into account the sound contracting principles in the *Local Government Act 2009*.

As a result of the community expectations and demands on the Mayor, all vehicle use by the Mayor is deemed to be official Council business. The Mayor is provided with a Council vehicle for Council business use, up to Council's fleet purchase price of \$75,000 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

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During the term of Council, a Councillor or Mayor may make a request to the CEO to change vehicle arrangements providing it is cost neutral for Council. Should there be excessive costs to Council, the CEO may refuse the request or require the Councillor to reimburse such costs.

5.3.2.2 Greenhouse Gas Emissions

Council provided vehicles must meet the requirements of the Fleet Acquisition Policy.

5.3.2.3 Private Use

Councillors may elect to have limited private use of a Council vehicle, however are required to contribute to private use operating and FBT costs. This can be contributed post-tax or salary sacrificed pre-tax pending any changes to applicable taxation laws.

Private use of Council vehicles is limited to within the State of Queensland. Any private use outside of this boundary will require a record to be kept and advice provided to the CEO within 30 days of the use. The CEO invoices the Councillor based on the mileage allowances recommended by the Australian Taxation Office.

Councillors who choose to elect to have limited private use are required to reimburse Council an annual amount of \$4,516 plus yearly Council plant hire increases.

Reimbursement is not required for any travel associated with official Council business.

It is considered that all vehicle use by the Mayor is deemed to be official Council business use, therefore this requirement to calculate private use is not applicable.

5.3.2.4 Conditions of Use

5.3.2.4.1 Roadworthiness and Appearance

It is the Councillor’s responsibility to ensure the vehicle is maintained in a roadworthy condition. No vehicle is to be driven if there is doubt as to its roadworthiness.

It is a Councillor’s responsibility to ensure:

- (a) Servicing is carried out in accordance with manufacturer’s guidelines and contractual obligations;
- (b) The vehicle is clean and maintained at a high standard to promote a positive image of Council;
- (c) Regular maintenance including fluid and tyre pressure checks are carried out; and
- (d) Obvious tyre, windscreen or other wear or abnormal noises are reported to Fleet Services.

5.3.2.4.2 Authorised Drivers

Unless an emergency exists, the following are authorised drivers of a Council vehicle:

- (a) The Councillor allocated to that vehicle;
- (b) The Councillor’s spouse or partner;
- (c) Any other licensed driver, provided the Councillor is in the vehicle at the time;
- (d) Another licensed Council employee or Councillor for travel related to official Council business; or
- (e) Other licensed drivers as approved by the CEO.

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5.3.2.4.3 Replacing Vehicles

Mayor and Councillor vehicles will generally be replaced at or around 120,000kms and where possible in conjunction with local government election cycles. Circumstances leading to different replacement intervals will be at the discretion of the CEO.

5.3.2.4.4 Infringements

Council is not liable to pay any fine or costs incurred by the driver of a Councillor allocated vehicle if that person infringes against Road Traffic Regulations, the local laws of a local government or any other regulation that relates to the use of vehicles.

The onus for payment of a fine or other costs resides with the offender. If the actual driver cannot be determined, the Councillor may be held liable for the penalties involved.

5.3.2.4.5 Insurance

Council vehicles are insured under a comprehensive policy. This insurance policy becomes null and void if the driver is:

- (a) Not in possession of a current driver's licence;
- (b) Convicted of being under the influence of alcohol or prohibited substances; or
- (c) Not authorised to drive the relevant Council vehicle.

In such cases the driver could become personally liable for damages.

Personal property left in motor vehicles is not insured under any circumstances.

5.3.2.4.6 Theft of a Council Vehicle

In the event of the theft of a Council vehicle, Councillors are required to notify the police and CEO immediately.

5.3.2.4.7 Loss of Drivers Licence

Any Councillor disqualified or suspended from driving automatically forfeits rights for usage of a Council vehicle for at least the period of disqualification or suspension.

Councillors must report any loss of drivers licence to the CEO immediately.

5.3.2.4.8 Accidents

In the event of an accident, Councillors must comply with the Council Vehicle Incident Procedure.

5.4 Legal Costs and Insurance Cover

Councillors are covered under Council insurance policies in the course of official Council business. Insurance cover is provided for:

- (a) Public liability;
- (b) Professional indemnity;
- (c) Personal accident and/or workers compensation; and
- (d) International and domestic travel insurance.

Any claim over and above the stated requires the approval of a Council resolution.

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Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillors performance of their legislative obligations. If it has been found that the Councillor breached the provisions of the governing legislation, the Councillor will reimburse Council with all associated costs incurred by Council.

Should a Councillor obtain their own legal advice the CEO must be informed. Council may consider at its discretion making a contribution in full or in part towards the legal costs incurred subject to the Councillor not being found to be in breach of the provisions of the governing legislation.

5.5 Vacation of Office

In cases resulting in the vacation of office, any facilities and vehicles allocated to the Councillor (including keys, fleet cards, log books and any other documentation) must be returned to Council on cessation date.

5.6 Payment of Expenses

Councillors who require reimbursement of personal expenses incurred whilst undertaking official Council business, must submit original receipts to their Executive Support Officer to be approved by the CEO. Receipts must be submitted no later than 30 June of that year. Reimbursements must be made in the financial year they were incurred.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) As required by legislation;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

7 Document Management

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



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**AMENDMENT TO EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS POLICY**

**Final Draft Expenses Reimbursement
and Provision of Facilities for Mayor
and Councillors Policy
Tracked**

Meeting Date: 28 May 2024

Attachment No: 2

**EXPENSES REIMBURSEMENT AND
PROVISION OF FACILITIES FOR MAYOR
AND COUNCILLORS POLICY**
STATUTORY POLICY



1 Scope

This policy applies to Councillors of Rockhampton Regional Council. This policy does not provide for salaries or other forms of Councillor remuneration. Councillor remuneration is in accordance with the determination of the Local Government Remuneration Commission.

2 Purpose

The purpose of this policy is to ensure accountability and transparency in the reimbursement of expenses and the provision of facilities provided or incurred by the Councillors.

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Income Tax Assessment Act 1997 (Cwth)

Local Government Act 2009

Civic Events Policy

Council Vehicle Incident Procedure

Declaration of Travel Expenses Form

Entertainment and Hospitality General Ledger Expense Allocation Whole of Council Work Instruction

Entertainment and Hospitality Policy

Fleet Acquisition Policy

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Notice of Incident – Insurance Purposes (Internal)

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel Request Form

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
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Civic Event	An event or ceremony which involves a guest/s of honour and invites guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> .
Council	Rockhampton Regional Council
Council Table	The body of elected Councillors of Council.
Councillors	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
CQROC	Central Queensland Regional Organisation of Councils
CQROC Local Government Areas	The boundaries of the local government areas of Banana Shire Council, Central Highlands Regional Council, Gladstone Regional Council, Livingstone Shire Council, Woorabinda Aboriginal Shire Council and Rockhampton Regional Council.
Discretionary Training	Training a Councillor wishes to attend, outside the provisions of mandatory training.
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their obligations under the <i>Local Government Act 2009</i> . The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
Mandatory Training	Training the CEO deems mandatory for a Councillor to attend for skill development directly related to the Councillor's role.
Mayor	An elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act 2009</i> .
Official Council Business	<p>Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete) and where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to:</p> <ul style="list-style-type: none"> (a) Official Council meetings, Councillor forums and workshops, (b) Meetings and engagements associated with Councillors who have been formally appointed to an external organisation; (c) Attendance at prescribed Local Government training/workshops and conferences; (d) Attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors in their capacity to undertake official duties; (e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a Councillor; (f) Attending meetings of community groups where invited to speak about Council programs or initiatives; (g) Attending private meetings with constituents about Council strategies, programs or initiatives; and/or (h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities. <p>Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.</p>

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Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Resolution	A motion passed by a majority of Councillors at the meeting. While in practice it means the "Council decision", the word "resolution" also indicates the process by which the decision was made.

5 Policy Statement

Council is committed to ensuring Councillors are provided with facilities and that reasonable expenses incurred while undertaking official Council business are paid or reimbursed to enable them to perform their duties.

Payment or reimbursement of expenses and provision of facilities for Councillors is:

- (a) In accordance with statutory requirements;
- (b) To be open and transparent, prudent and responsible;
- (c) Acceptable to the community;
- (d) Based on ensuring economy and efficiency; and
- (e) Subject to allocated and approved budget.

Family members, including partners, of Councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors.

A leave of absence is automatically granted where a Councillor is appointed as a Council representative on a committee or association by Council resolution. Should there be a lack of quorum at a committee or ordinary meeting due to the Councillor attending an activity, the CEO will refer the approval for a leave of absence to the Council table.

5.1 Expense Categories

5.1.1 Official Council Business

Council pays or reimburses expenses incurred in undertaking official Council business.

5.1.2 Professional Development

Council pays or reimburses expenses incurred by a Councillor attending the following professional development:

- (a) Mandatory training; and
- (b) Discretionary training provided the expenses do not exceed the following limits:
 - (i) Mayor No limit
 - (ii) Councillors \$7,500 per year

If a Councillor exceeds the above limits and wishes to attend discretionary training, a Council resolution is required.

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5.1.3 Travel Expenses

Council pays or reimburses expenses incurred by a Councillor (for example, flights, car, accommodation, meals) as set out in this policy.

If associated travel expenses are in line with the budget allocation prior Council approval is not required for travel undertaken:

- (a) Within the CQROC Local Government Areas provided the expenses are deemed necessary for undertaking official Council business or professional development; or
- (b) Outside of the CQROC Local Government Areas where the purpose of the travel is connected with fulfilling the Councillor’s duties as the Council endorsed representative to an external organisation, association or body.

For Councillors, excluding the Mayor and Deputy Mayor, if the travel is outside of the CQROC Local Government Areas and the purpose of the travel is for other official Council business or professional development, regardless of budget allocation, the travel must be approved in advance by Council resolution. Where a Councillor is unable to obtain pre-approval by Council resolution the CEO may give pre-approval for urgent travel outside of the CQROC Local Government Areas.

Any travel expenses outside of the budget allocation requires approval by Council resolution regardless of the location of the travel or if attending as an endorsed representative to an external organisation, association or body.

Councillors must take the following into consideration prior to requesting attendance:

- (a) The value and benefit to Council; and
- (b) Alternate methods of engagement or attendance, for example virtual participation.

Requests for approval must include supporting documentation and justification demonstrating the value to Council and the Region.

Details of all proposed flights, accommodation, hire car and other known travel expenses must be completed on a Travel Request Form and submitted prior to travel. All travel arrangements and bookings must be coordinated with Committee Support.

5.1.3.1 Flights

Airline bookings are made with respect to convenience of scheduling, and where practical, to take advantage of discounted air fares.

Standard of air travel is economy class however when Councillors are required to travel on long range flights the CEO may approve travel other than economy class.

5.1.3.2 Accommodation

All Councillor accommodation should be selected having regard to:

- (a) The best price value; and
- (b) Convenience to the conference/meeting.

In determining accommodation locations and standards for all Councillors, every effort is made to minimise the total cost associated with attendance at the event. Travel time to the event, taxi (or like service) costs, convenience and hotel services is considered when booking accommodation. When practical and available, accommodation is arranged within close proximity to the event venue.

When attending conferences, Councillors should utilise the costs savings from any package provided by conference organisers. Alternative accommodation arrangements may be chosen taking into account the total costs, location, value for money, convenience and safety.

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One night's accommodation prior to the event is only approved where travel to the event on the day of commencement is not practical.

All expenses incurred at the accommodation venue other than accommodation and meals must be settled at the time of departure.

5.1.3.3 Private Vehicle Use

Use of private motor vehicles (excluding Council provided vehicles) is not permitted without CEO prior approval. The use of private vehicles for official Council business will only be approved where every effort to use Council vehicles has been explored in advance of its required need.

Council insurance does not cover private vehicles used for official Council business.

Where a Councillor utilises their own private vehicle in the undertaking of official Council business, the Councillor is entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule.

5.1.3.4 Parking and Associated Fees

Council reimburses parking costs where a vehicle has incurred fees and fees and charges incurred from travel on Queensland toll roads (excluding infringement notices, or administration fees/overdue fees from non-payment of toll charges within prescribed timeframes) whilst undertaking official Council business.

5.1.3.5 Public Transport/Taxi and Ride Share Fares

Council reimburses the cost of travel associated with official Council business. Where possible, cab charge vouchers and airtrain tickets should be obtained from Committee Support prior to travel.

5.1.3.6 Conference Proceedings

Council reimburses the cost of conference proceedings where the information is deemed valuable to convey information about the conference content that could not be conveyed as well by other means.

5.1.3.7 Laundry/Dry Cleaning

Council reimburses the cost of laundry/dry cleaning charges when the Councillor's travel exceeds four consecutive days.

5.1.3.8 Meals

If breakfast is able to be purchased at the place of accommodation and can be charged to the room account, the standard hotel breakfast rate is covered.

If a meal is not included as part of official Council business or accommodation package, the cost of meals allowable is up to:

- (a) Breakfast \$50.00
- (b) Lunch \$50.00
- (c) Dinner \$100.00

Meal allowances must be utilised independently for each meal type per day and not to be added together for one meal.

Should the Councillor choose not to attend a provided meal, then the full cost of the alternative meal is to be met by the Councillor.

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5.1.3.9 Non Allowable Expenditure

Expenses not reimbursed as part of your official duties will not be reimbursed whilst travelling, excluding items in paragraphs 5.1.3.1 to 5.1.3.8. The following are examples of expenses not reimbursed by Council:

- (a) Beverages not included within a meal allowance;
- (b) Tips and gratuities other than where travel is to a place where tips and gratuities are the custom;
- (c) Applying for or renewing passports;
- (d) Airline club fees (that is, Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO;
- (e) Excess baggage claims, unless items are directly related to the approved event;
- (f) Toiletries;
- (g) Barber or hair stylist;
- (h) Babysitting fees;
- (i) Kennel fees;
- (j) Tourism related costs;
- (k) Traffic parking fines;
- (l) Fees and charges associated with personal travel on Queensland tolls charges;
- (m) Travel costs not applicable to the official Council business; and
- (n) In-flight and in-house movies.

5.1.3.10 Other Travel Matters

5.1.3.10.1 Travel Insurance

Councillors are covered by Council insurance while travelling on official Council business. Details of cover may be obtained from the Manager Corporate and Technology Services.

If the level of cover is considered by the Councillor to be inadequate for their personal requirements, additional insurance can be obtained at the Councillor's expense.

5.1.3.10.2 Local Government WorkCare

Councillors engaged in travel on official Council business, including intrastate, interstate or overseas travel are entitled to the statutory protection of WorkCare, as in the normal course of employment.

Cover is extended to Councillors for the full duration of the Councillor's absence from the normal place of work, but excludes personal/recreational activities of a high-risk nature outside the normal course of employment.

5.1.3.10.3 Extended Personal Travel

Should travel time be extended by the Councillor for personal reasons beyond what is necessary for the purposes of the authorised travel, all additional costs and arrangements is the responsibility of the Councillor.

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5.1.3.10.4 Travel by Family Members

A Councillor may choose to have a companion travel with them on official Council business. The Councillor is responsible for charges over and above the standard Council rate for one adult travelling, for example, standard room as opposed to larger room to accommodate a family or car hire to accommodate a family.

5.1.3.10.5 Rewards Programs

Councillors may accumulate reward points for travel for business and/or personal use as a result of travel in the course of their duties. Councillors are to use their best endeavours to allocate rewards points accumulated in the course of their duties for future official Council business travel.

5.1.3.10.6 Non-Attendance

It is the Councillor's responsibility to ensure they undertake the approved confirmed attendance, travel and/or accommodation booked.

Council reserves the right to recoup costs incurred for the failure of such attendance.

5.1.3.10.7 Purchase Cards

The Mayor may be issued with a corporate purchase card. It must not be used to book travel arrangements, including flights, accommodation or registrations. The only exception is for emergency flight or accommodation changes outside the Mayor's control.

5.1.3.10.8 Additional Expenses

Any additional costs not covered by this policy may be approved by the CEO provided the costs are fully substantiated and receipts or declarations of all expenditure incurred are provided on the Declaration of Travel Expenses Form.

5.1.3.10.9 Claiming and Declaration of Travel Expenses

It is the Councillor's responsibility to seek reimbursement of legitimate expenses upon return.

Expenses incurred during travel on official Council business must be declared on the Declaration of Travel Expenses Form. This includes both expenses to be reimbursed and expenses incurred on corporate purchase cards. The original itemised tax invoice/receipt must be submitted with the Declaration of Travel Expenses Form. If the original tax invoice cannot be produced, a statutory declaration must be completed.

All travel supporting documentation including unused cab charge vouchers and airtrain tickets must be returned with the Declaration of Travel Expenses Form within 14 days of completion of travel for processing and payment. Committee Support arranges reimbursement in accordance with this policy.

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5.2 Entertainment and Hospitality

5.2.1 Expenditure

Provided entertainment and hospitality expenses are incurred in accordance with the Entertainment and Hospitality Policy, Council pays or reimburses entertainment and hospitality expenses incurred by Councillors provided the expenses do not exceed:

- (a) \$6,000 per annum for the Mayor; and
- (b) \$1,200 per annum for each Councillor.

Hospitality expenses related to official receptions and other functions organised by Council are excluded from the expenditure limits mentioned above and are met from relevant approved budgets.

5.3 Facilities

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official duties.

Council determines the reasonable standard for facilities for Councillors. If a Councillor chooses a higher standard of facility than prescribed by Council, any difference in cost must be met by the Councillor.

Facilities provided to Councillors remain Council’s property and must be accounted for during annual equipment audits. The facilities must be returned to Council when the Councillor’s term expires, unless Council agrees to dispose of the facility in some other manner.

5.3.1 Administrative Tools and Office Amenities

Council provides Councillors with the facilities listed below:

5.3.1.1 Office Space and Access to Meeting Rooms

The Mayor and Deputy Mayor are provided with a dedicated office in the Rockhampton City Hall.

Council provides access to occasional office accommodation and meeting rooms for Councillors to meet with constituents and the public.

5.3.1.2 Support

The Mayor is provided with a senior officer and an administration officer.

The Deputy Mayor and Councillors are provided with two shared administrative support officers as determined by the CEO.

5.3.1.3 Computer

Councillors are provided with a laptop computer for official Council business use.

An iPad or similar tablet type mobile device is made available on request to the CEO.

5.3.1.4 Stationery

Councillors are provided stationery for official purposes only.

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by Council.

5.3.1.5 Telecommunication Needs

Councillors are provided with a smartphone as designated by the CEO.

It is recognised that community obligations and demands on the Mayor, Deputy Mayor and Councillors are such that generally all calls are deemed to be official Council business. Therefore, the Mayor, Deputy Mayor and Councillors are entitled to have

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the full cost of Council business related mobile devices charges paid by Council.

5.3.1.6 Publications

Councillors are provided access to copies of relevant books and journals considered necessary for undertaking their duties.

5.3.1.7 Advertising

Council does not reimburse or provide funds, services or facilities for the purposes of advertising for Councillors.

5.3.1.8 Community Consultation

Councillors may use Council provided facilities to correspond with community representatives for the purpose of clarifying issues relevant to their division or the Region in general. If a Councillor chooses to undertake community consultation exceeding the consultation approved by Council, the Councillor must pay the costs of the further consultation.

5.3.1.9 Other Equipment

Councillors may be provided with home office equipment (in addition to a laptop computer as identified in paragraph 5.3.1.3) comprising of a:

- (a) Laptop docking station;
- (b) Printer/scanner/copier;
- (c) Computer screen;
- (d) Lockable filing cabinet;
- (f) Desk and chair; and
- (g) Internet access for official Council business use only.

5.3.1.10 Personal Protective Equipment, Uniforms, Blazer and Name Badge

Councillors are provided with any personal protective equipment such as overalls, safety shoes, safety helmets or glasses, as required.

Councillors may be provided with corporate uniforms comprising five items, with or without Council's corporate logo, a blazer with Council's Crest or corporate logo and a name badge if required.

5.3.1.11 Maintenance

Council covers ongoing maintenance costs associated with fair wear and tear of Council owned equipment to ensure it is operating for optimal professional use.

5.3.2 Vehicles

5.3.2.1 Vehicle Allowance

Councillors, with the exception of the Mayor, are provided with a Council vehicle for official Council business use, up to Council's fleet purchase price of \$47,000 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle). Whilst consultation with the Councillor will be undertaken, the vehicle supplied will be at the determination of the CEO taking into account the sound contracting principles in the *Local Government Act 2009*.

As a result of the community expectations and demands on the Mayor, all vehicle use by the Mayor is deemed to be official Council business. The Mayor is provided with a Council vehicle for Council business use, up to Council's fleet purchase price of \$75,000 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

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During the term of Council, a Councillor or Mayor may make a request to the CEO to change vehicle arrangements providing it is cost neutral for Council. Should there be excessive costs to Council, the CEO may refuse the request or require the Councillor to reimburse such costs.

5.3.2.2 Greenhouse Gas Emissions

Council provided vehicles must meet the requirements of the Fleet Acquisition Policy.

5.3.2.3 Private Use

Councillors may elect to have limited private use of a Council vehicle, however are required to contribute to private use operating and FBT costs. This can be contributed post-tax or salary sacrificed pre-tax pending any changes to applicable taxation laws.

Private use of Council vehicles is limited to within the State of Queensland. Any private use outside of this boundary will require a record to be kept and advice provided to the CEO within 30 days of the use. The CEO invoices the Councillor based on the mileage allowances recommended by the Australian Taxation Office.

Councillors who choose to elect to have limited private use are required to reimburse Council an annual amount of \$4,516 plus yearly Council plant hire increases.

Reimbursement is not required for any travel associated with official Council business.

It is considered that all vehicle use by the Mayor is deemed to be official Council business use, therefore this requirement to calculate private use is not applicable.

5.3.2.4 Conditions of Use

5.3.2.4.1 Roadworthiness and Appearance

It is the Councillor’s responsibility to ensure the vehicle is maintained in a roadworthy condition. No vehicle is to be driven if there is doubt as to its roadworthiness.

It is a Councillor’s responsibility to ensure:

- (a) Servicing is carried out in accordance with manufacturer’s guidelines and contractual obligations;
- (b) The vehicle is clean and maintained at a high standard to promote a positive image of Council;
- (c) Regular maintenance including fluid and tyre pressure checks are carried out; and
- (d) Obvious tyre, windscreen or other wear or abnormal noises are reported to Fleet Services.

5.3.2.4.2 Authorised Drivers

Unless an emergency exists, the following are authorised drivers of a Council vehicle:

- (a) The Councillor allocated to that vehicle;
- (b) The Councillor’s spouse or partner;
- (c) Any other licensed driver, provided the Councillor is in the vehicle at the time; ~~or~~
- (d) Another licensed Council employee or Councillor for travel related to official Council business; or
- (d)(e) Other licensed drivers as approved by the CEO.

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5.3.2.4.3 Replacing Vehicles

Mayor and Councillor vehicles will generally be replaced at or around 120,000kms and where possible in conjunction with local government election cycles. Circumstances leading to different replacement intervals will be at the discretion of the CEO.

5.3.2.4.4 Infringements

Council is not liable to pay any fine or costs incurred by the driver of a Councillor allocated vehicle if that person infringes against Road Traffic Regulations, the local laws of a local government or any other regulation that relates to the use of vehicles.

The onus for payment of a fine or other costs resides with the offender. If the actual driver cannot be determined, the Councillor may be held liable for the penalties involved.

5.3.2.4.5 Insurance

Council vehicles are insured under a comprehensive policy. This insurance policy becomes null and void if the driver is:

- (a) Not in possession of a current driver's licence;
- (b) Convicted of being under the influence of alcohol or prohibited substances; or
- (c) Not authorised to drive the relevant Council vehicle.

In such cases the driver could become personally liable for damages.

Personal property left in motor vehicles is not insured under any circumstances.

5.3.2.4.6 Theft of a Council Vehicle

In the event of the theft of a Council vehicle, Councillors are required to notify the police and CEO immediately.

5.3.2.4.7 Loss of Drivers Licence

Any Councillor disqualified or suspended from driving automatically forfeits rights for usage of a Council vehicle for at least the period of disqualification or suspension.

Councillors must report any loss of drivers licence to the CEO immediately.

5.3.2.4.8 Accidents

In the event of an accident, Councillors must comply with the Council Vehicle Incident Procedure.

5.4 Legal Costs and Insurance Cover

Councillors are covered under Council insurance policies in the course of official Council business. Insurance cover is provided for:

- (a) Public liability;
- (b) Professional indemnity;
- (c) Personal accident and/or workers compensation; and
- (d) International and domestic travel insurance.

Any claim over and above the stated requires the approval of a Council resolution.

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Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillors performance of their legislative obligations. If it has been found that the Councillor breached the provisions of the governing legislation, the Councillor will reimburse Council with all associated costs incurred by Council.

Should a Councillor obtain their own legal advice the CEO must be informed. Council may consider at its discretion making a contribution in full or in part towards the legal costs incurred subject to the Councillor not being found to be in breach of the provisions of the governing legislation.

5.5 Vacation of Office

In cases resulting in the vacation of office, any facilities and vehicles allocated to the Councillor (including keys, fleet cards, log books and any other documentation) must be returned to Council on cessation date.

5.6 Payment of Expenses

Councillors who require reimbursement of personal expenses incurred whilst undertaking official Council business, must submit original receipts to their Executive Support Officer to be approved by the CEO. Receipts must be submitted no later than 30 June of that year. Reimbursements must be made in the financial year they were incurred.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) As required by legislation;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

7 Document Management

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



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11.13 REVIEWED COUNCIL POLICIES AND PROCEDURES**File No:** 10072**Attachments:**

1. Draft Media Policy - Clean [↓](#)
2. Draft Media Policy - Tracked [↓](#)
3. Draft Media Procedure - Clean [↓](#)
4. Draft Media Procedure - Tracked [↓](#)
5. Draft Council Meeting Procedures Policy - Clean [↓](#)
6. Draft Council Meeting Procedures Policy - Tracked [↓](#)
7. Draft Councillor Gifts Benefits and Hospitality Policy - Clean [↓](#)
8. Draft Councillor Gifts Benefits and Hospitality Policy - Tracked [↓](#)

Authorising Officer: Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

This report presents the following amended policies and procedures as listed for Council's consideration.

OFFICER'S RECOMMENDATION

THAT Council adopt the following amended policies and procedures and that these be reviewed in May 2028:

- Media Policy & Procedure
- Council Meeting Procedures Policy
- Councillor Gifts, Benefits and Hospitality Policy

COMMENTARY

Attached to this report are the following policies and procedure that have been reviewed as part of their review cycle. Some minor changes have been suggested and can be seen in the tracked versions.

- Draft Media Policy
- Draft Media Procedure
- Draft Council Meeting Procedures Policy
- Draft Councillor Gifts, Benefits and Hospitality Policy

BACKGROUND

These Policies and Procedures are due for review. As a consequence, some minor changes are recommended to keep these up to date with current legislation and practice.

PREVIOUS DECISIONS

These Policies and Procedures have previously been adopted by Council.

BUDGET IMPLICATIONS

Nil

LEGISLATIVE CONTEXT

These policies and procedures are legislatively compliant.

LEGAL IMPLICATIONS

There are no legal implications with the recommended Policies and Procedures.

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

N/A

CORPORATE/OPERATIONAL PLAN

Operational Plan 1.1.3 – We have effective governance with accountable decision-making practices.

CONCLUSION

Good practice requires each policy to have a review period. This has been undertaken for these Policies and Procedures with some minor changes drafted for Council consideration. It is recommended that Council adopt the amended Policies and Procedures attached to this report.

REVIEWED COUNCIL POLICIES AND PROCEDURES

Draft Media Policy - Clean

Meeting Date: 28 May 2024

Attachment No: 1

MEDIA POLICY

ADMINISTRATIVE POLICY



1 Scope

This policy applies to all Rockhampton Regional Council Councillors, employees, suppliers and volunteers and encompasses all media related activities undertaken by Council.

2 Purpose

The purpose of this policy to ensure consistency when using media to engage, inform and promote Council.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Councillor Portfolio Policy

Media Procedure

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
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> .
Mayor	The Mayor is an elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act 2009</i> .
Media	All forms of published content including radio, newspapers, magazines, television, websites that provide news coverage and social media.

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Supplier	Any supplier/contractor/consultant supplying goods and/or services to Council.
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the CEO and/or their authorised delegates.

5 Policy Statement

Media is a key communication tool that allows Council to:

- (a) Engage with and inform the community about Council activities, programs, events, services and initiatives;
- (b) Provide clear and accurate information about Council's processes and decisions; and
- (c) Promote positive, consistent and accurate media coverage of Council.

5.1 Spokespersons

5.1.1 Mayor and Councillors

The Mayor and Councillors are spokespersons for those matters as prescribed in the Councillor Portfolio Policy.

Councillors may make personal comment in the media on any other topic, however if they are not acting as the authorised spokesperson, the resources of the Media and Communications Unit is not made available and Councillors must:

- (a) Make it clear that they are expressing their personal opinion; and
- (b) Respect the democratic process in relation to Council decisions.

5.1.2 Employees

The CEO is the spokesperson for organisational and employee related matters, however does not provide comment on policy matters.

Communication officers in the Media and Communications Unit have delegated authority, by the CEO, to provide responses and briefing notes on behalf of Council as spokesperson to media organisations.

No employee (with the exception of the above spokespersons) are authorised to participate in media interviews or provide information to the media unless otherwise authorised to do so by the CEO.

Employees must refer all media enquiries relating to Council to the Media and Communications Unit.

5.1.3 Suppliers and Volunteers

Suppliers and volunteers must refer all media enquiries relating to Council to the Media and Communications Unit.

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.

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7 Document Management

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



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REVIEWED COUNCIL POLICIES AND PROCEDURES

Draft Media Policy - Tracked

Meeting Date: 28 May 2024

Attachment No: 2

MEDIA POLICY

ADMINISTRATIVE POLICY



1 Scope

This policy applies to all Rockhampton Regional Council Councillors, employees, suppliers and volunteers and encompasses all media related activities undertaken by Council.

2 Purpose

The purpose of this policy to ensure consistency when using media to engage, inform and promote Council.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Councillor Portfolio Policy

Media Procedure

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
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> .
Mayor	The Mayor is an elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act 2009</i> .
Media	All forms of published content including radio, newspapers, magazines, television, websites that provide news coverage and social media.

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Supplier	Any supplier/contractor/consultant supplying goods and/or services to Council.
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the CEO and/or their authorised delegates.

5 Policy Statement

Media is a key communication tool that allows Council to:

- (a) Engage with and inform the community about Council activities, programs, events, services and initiatives;
- (b) Provide clear and accurate information about Council’s processes and decisions; and
- (c) Promote positive, consistent and accurate media coverage of Council.

5.1 Spokespersons

5.1.1 Mayor and Councillors

The Mayor and Councillors are spokespersons for those matters as prescribed in the Councillor Portfolio Policy.

Councillors may make personal comment in the media on any other topic, however if they are not acting as the authorised spokesperson, the resources of the Media and Communications Unit ~~will is not be~~ made available and Councillors must:

- (a) Make it clear that they are expressing their personal opinion; and
- (b) Respect the democratic process in relation to Council decisions.

5.1.2 Employees

The CEO ~~will be~~ is the spokesperson for organisational and employee related matters, however ~~will does~~ not provide comment on policy matters.

~~Media-Communication~~ officers in the Media and Communications Unit have delegated authority, by the CEO, to provide responses and briefing notes on behalf of Council as spokesperson to media organisations.

No employee (with the exception of the above spokespersons) ~~will are authorised to~~ participate in media interviews or provide information to the media unless otherwise authorised to do so by the CEO.

Employees must refer all media enquiries relating to Council to the Media and Communications Unit.

5.1.3 Suppliers and Volunteers

Suppliers and volunteers must refer all media enquiries relating to Council to the Media and Communications Unit.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Executive Coordinator to the Mayor Deputy Chief Executive Officer
Policy Quality Control	Legal and Governance



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REVIEWED COUNCIL POLICIES AND PROCEDURES

Draft Media Procedure - Clean

Meeting Date: 28 May 2024

Attachment No: 3

MEDIA PROCEDURE



1 Scope

This procedure applies to all Councillors, employees, suppliers and volunteers of Rockhampton Regional Council and encompasses all media related activities undertaken by Council.

2 Purpose

The purpose of this procedure is to establish protocols for the management of external media communications on behalf of Council.

3 Related Documents

3.1 Primary

Media Policy

3.2 Secondary

Caretaker Policy

Councillor Portfolio Policy

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
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> .
General Manager	An employee appointed to a position with a corporate band 2 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.
Mayor	The Mayor is an elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act</i>

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	2009.
Media	All forms of published content including radio, newspapers, magazines, television, websites that provide news coverage and social media.
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the CEO and/or their authorised delegates.

5 Proceduref

5.1 Responding to Media Enquiries

Approaches from representatives of the media are categorised into three types.

5.1.1 Direct Councillor Contact

Where a representative from a media outlet makes contact with a Councillor directly on an issue related to Council business or policy, Councillors are encouraged to inform the Media and Communications Unit as soon as practicable for actioning.

If in this circumstance the Councillor is not the Council endorsed Portfolio Councillor, the Councillor is encouraged to suggest to the media representative that the Media and Communications Unit be contacted in relation to their enquiry.

5.1.2 Contact to Council Requesting Comment from the Mayor, or an Individual Councillor

If a representative of the media contacts Council requesting comment specifically from the Mayor, or an individual Councillor, the Media and Communications Unit refers it to the appropriate Council spokesperson and/or the Mayor and CEO.

5.1.3 Contact to Council Requesting General Comment or Information Without Specifying the Preferred Spokesperson

Where the media contacts Council requesting a response from a Council spokesperson or is otherwise seeking a comment from Council, the Media and Communications Unit establishes the identity of the relevant spokesperson in accordance with the Media Policy and notifies the spokesperson and/or the Mayor and CEO.

5.2 Relationships with the Media

The Media and Communications Unit provides same day responses, where possible, in response to enquiries from the media. If a same day response is not possible, an alternative timeframe is negotiated for provision of the requested information.

Media releases and information promoting Council decisions, projects, programs and initiatives generated by the Media and Communications Unit which are not distributed in response to direct incoming enquiries are first distributed on Council's online and social media platforms before wider distribution to media outlets.

5.3 Media and Communications Unit Resources and Support

5.3.1 Mayor and Councillors

The Media and Communication Unit provides advice and support to the Mayor and Councillors on all media matters.

A representative of the Media and Communications Unit accompanies, as required and wherever practicable, the Mayor and Councillors to media opportunities organised in accordance with the Media Policy and this procedure.

Council resources must not be used to promote personal achievements or plans of individual Councillors or groups of Councillors, which does not directly relate to formal Council resolutions.

During an election period, the use of Council resources to undertake media must be in accordance with Council's Caretaker Period Policy.

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5.3.2 Employees

Any media enquiries received by employees must be referred to the Media and Communications Unit for actioning.

Requests from the CEO or Media and Communication Unit for employees to provide information for the collation of a response to media, must be given a high priority. Ideally, these requests should be answered within four hours.

5.3.3 Determination of Priority

Requests from Councillors or employees for the preparation of information for distribution to the media is determined by the Media and Communications Unit in line with available resources and priorities.

If necessary, the timing of the release of information is referred to the Mayor and CEO for determination.

5.4 Media Releases/Statements

In creating and issuing media releases/statements, the Media and Communications Unit follows the below procedure.

5.4.1 Quotes

The Councillor to be quoted is determined in accordance with the Councillor Portfolio Policy and the Media Policy. At the discretion of the Mayor; Portfolio Councillors and Divisional Councillors may also be quoted in media releases where the Mayor is the spokesperson.

Key quotes are prepared in consultation with the Mayor and any Councillor being quoted.

5.4.2 Approval Process

Information, releases or statements must be approved by the relevant spokesperson, and provided to the Mayor, CEO and relevant general manager(s) or Deputy Chief Executive Officer prior to distribution to the media and the public.

5.4.3 Distribution of Media Releases

The Media and Communications Unit circulates final copies of all media releases to all Councillors.

5.5 Jointly Funded Projects and Initiatives

5.5.1 Compliance with Funding Guidelines

Media activities in relation to Council projects, programs and initiatives in receipt of grant funding from either the Australian or Queensland Government, or other external source are not permitted under any circumstances unless compliance with any relevant funding guidelines are first met.

6 Review Timelines

This procedure is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the CEO.

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7 Document Management

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



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REVIEWED COUNCIL POLICIES AND PROCEDURES

Draft Media Procedure - Tracked

Meeting Date: 28 May 2024

Attachment No: 4

MEDIA PROCEDURE



1 Scope

This procedure applies to all Councillors, employees, suppliers and volunteers of Rockhampton Regional Council and encompasses all media related activities undertaken by Council.

2 Purpose

The purpose of this procedure is to establish protocols for the management of external media communications on behalf of Council.

3 Related Documents

3.1 Primary

Media Policy

3.2 Secondary

Caretaker Policy

Councillor Portfolio Policy

4 Definitions

To assist in interpretation, the following definitions apply:

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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> .
General Manager	An employee appointed to a position with a corporate band 2 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.
Mayor	The Mayor is an elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act</i>

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	2009.
Media	All forms of published content including radio, newspapers, magazines, television, websites that provide news coverage and social media.
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the CEO and/or their authorised delegates.

5 Procedure

5.1 Responding to Media Enquiries

Approaches from representatives of the media are categorised into three types.

5.1.1 Direct Councillor Contact

Where a representative from a media outlet makes contact with a Councillor directly on an issue related to Council business or policy, Councillors are encouraged to inform the Media and Communications Unit as soon as practicable for actioning.

If in this circumstance the Councillor is not the Council endorsed ~~Committee or~~ Portfolio Councillor, the Councillor is encouraged to suggest to the media representative that the Media and Communications Unit be contacted in relation to their enquiry.

5.1.2 Contact to Council Requesting Comment from the Mayor, or an Individual Councillor

If a representative of the media contacts Council requesting comment specifically from the Mayor, or an individual Councillor, the Media and Communications Unit ~~will refer~~ it to the appropriate Council spokesperson and/or the Mayor and CEO.

5.1.3 Contact to Council Requesting General Comment or Information Without Specifying the Preferred Spokesperson

Where the media contacts Council requesting a response from a Council spokesperson or is otherwise seeking a comment from Council, the Media and Communications Unit ~~will~~ establishes the identity of the relevant spokesperson in accordance with the Media Policy and notifies the spokesperson and/or the Mayor and CEO.

5.2 Relationships with the Media

The Media and Communications Unit ~~will provide~~ same day responses, where possible, in response to enquiries from the media. If a ~~same day~~ response is not possible, an alternative timeframe ~~will be~~ negotiated for provision of the requested information.

Media releases and information promoting Council decisions, projects, programs and initiatives generated by the Media and Communications Unit which are not distributed in response to direct incoming enquiries ~~will be~~ first distributed on Council's online and social media platforms before wider distribution to media outlets.

5.3 Media and Communications Unit Resources and Support

5.3.1 Mayor and Councillors

The Media and Communication Unit ~~will provide~~ advice and support to the Mayor and Councillors on all media matters.

A representative of the Media and Communications Unit ~~will accompany~~, as required and wherever practicable, ~~accompany~~ the Mayor and Councillors to media opportunities organised in accordance with the Media Policy and this procedure.

Council resources must not be used to promote personal achievements or plans of individual Councillors or groups of Councillors, which does not directly relate to formal Council resolutions.

During an election period, the use of Council resources to undertake media must be in accordance with Council's Caretaker Period Policy.

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5.3.2 Employees

Any media enquiries received by employees must be referred to the Media and Communications Unit for actioning.

Requests from the CEO or Media and Communication Unit for employees to provide information for the collation of a response to media, must be given a high priority. Ideally, these requests should be answered within four hours.

5.3.3 Determination of Priority

Requests from Councillors or employees for the preparation of information for distribution to the media ~~will be~~ determined by the Media and Communications Unit in line with available resources and priorities.

If necessary, the timing of the release of information ~~will be~~ referred to the Mayor and CEO for determination.

5.4 Media Releases/Statements

In creating and issuing media releases/statements, the Media and Communications Unit ~~will follow~~ the below procedure.

5.4.1 Quotes

~~Which~~The Councillor ~~is to~~ be quoted ~~will be~~ determined in accordance with the Councillor Portfolio Policy and the Media Policy. At the discretion of the Mayor, Portfolio Councillors and Divisional Councillors may also be quoted in media releases where the Mayor is the spokesperson.

Key quotes ~~will be~~ prepared in consultation with the Mayor and any Councillor being quoted.

5.4.2 Approval Process

Information, releases or statements must be approved by the relevant spokesperson, and provided to the Mayor, CEO and relevant general manager(s) or Deputy Chief Executive Officer prior to distribution to the media and the public.

5.4.3 Distribution of Media Releases

The Media and Communications Unit ~~will~~ circulate final copies of all media releases to all Councillors.

5.5 Jointly Funded Projects and Initiatives

5.5.1 Compliance with Funding Guidelines

Media activities in relation to Council projects, programs and initiatives in receipt of grant funding from either the Australian or Queensland Government, or other external source are not permitted under any circumstances unless compliance with any relevant funding guidelines are first met.

6 Review Timelines

This procedure is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the CEO.

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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Executive Coordinator to the Mayor Deputy Chief Executive Officer
Policy Owner	Executive Coordinator to the Mayor Deputy Chief Executive Officer
Policy Quality Control	Legal and Governance



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REVIEWED COUNCIL POLICIES AND PROCEDURES

Draft Council Meeting Procedures Policy - Clean

Meeting Date: 28 May 2024

Attachment No: 5

COUNCIL MEETING PROCEDURES POLICY

STATUTORY POLICY



1 Scope

This policy applies to Councillors and employees during meetings of Rockhampton Regional Council. This policy does not apply to meetings of Council's Audit and Business Improvement Committee.

2 Purpose

The purpose of this policy is to:

- (a) Provide direction for the orderly and proper conduct of meetings, including the post-election meeting;
- (b) Ensure the local government principles are reflected in the conduct of meeting; and
- (c) Strengthen public confidence in Council to deal with the conduct of Councillors, conflicts of interests, loss of quorum and closed meetings.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Acquisition of Land Act 1967

Information Privacy Act 2009

Local Government Act 2009

Local Government Regulation 2012

Local Law No. 1 (Administration) 2011

Public Records Act 2002

Code of Conduct for Councillors in Queensland (Queensland Government)

Councillor Conduct Register

Councillor Investigation Policy

Councillor Portfolio Policy

Deputation Factsheet

Deputation Guidelines

Model Meeting Procedures (Queensland Government)

Petition Submission Form

Petitions Factsheet

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4 Definitions

To assist in interpretation, the following definitions apply:

Act	<i>Local Government Act 2009</i>
Agenda	<p>Compilation of reports to be discussed at a meeting. The agenda for any meeting must indicate:</p> <p>(a) Business to be conducted at the meeting;</p> <p>(b) Business arising from previous meetings; and</p> <p>(c) Any business for which due notice has been given (Notice of Motion, Questions on Notice).</p> <p>An agenda will not include any matter that is unlawful.</p>
Alternative/ Foreshadowed Motion	A proposed suggestion, usually raised during debate, that there is an alternative proposal should the original motion be lost. Once moved, the same rules of debate as the original motion apply.
Amendment	<p>In relation to a motion, a motion moving an amendment to that motion. An amendment to a motion must retain the identity of the original motion and does not directly negative the motion.</p> <p>Amendment to a motion must be proposed before the debate has been concluded, before the mover of the motion has exercised their right to reply and follows the same rules of debate as the original motion.</p>
Behavioural Standard	As defined in the Act, a standard of behaviour for Councillors set out in the Code of Conduct for Councillors in Queensland approved under section 150E of the Act.
CEO	<p>Chief Executive Officer</p> <p>A person who holds an appointment under section 194 of the Act. This includes a person acting in this position.</p>
Chairperson	Person presiding at a meeting.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the Act or Regulation decided by a Council resolution. A committee may either be a delegated or non-delegated committee.
Conduct Breach	<p>As defined in the Act, the conduct of a Councillor is a conduct breach if the conduct contravenes:</p> <p>(a) A behavioural standard; or</p> <p>(b) A policy, procedure or resolution of Council.</p> <p>Also, the conduct of a Councillor is a conduct breach if:</p> <p>(a) The conduct contravenes an order of the chairperson of a meeting for the Councillor to leave and stay away from the place at which the meeting is being held; or</p> <p>(b) For conduct of a Councillor, including the chairperson, at the meetings - it is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the Councillor on three occasions within a period of one year.</p>
Council	Rockhampton Regional Council
Council Meeting	A meeting of the local government as detailed in Chapter 8, Part 2, Division 1 of the Regulation, other than meetings of its committees.
Councillor	The Mayor and/or Councillors of Council, within the meaning of the Act.
Day	A business day unless specified.

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Delegated Committee	A committee that has the authorisation from the Council to make a decision and therefore a resolution of the Council, excluding matters that require a resolution of a Council meeting.
Deputation	A presentation from a member of the public (which could be on behalf of an organisation or individual) to a meeting.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the Act.
General Manager	An employee appointed to a position with a corporate band 2 delegated in line with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register, positions include Deputy Chief Executive Officer, general managers and executive managers.
Local Government Principles	As defined in the <i>Local Government Act 2009</i> .
Mayor	The Mayor is an elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the Act.
Meeting	Council meeting or committee meeting.
Motion	A proposal to be considered by Council at a meeting. It is a request to do something or to express an opinion about something. A motion formally puts the subject of the motion as an item of business for the Council.
Motion of Dissent	A motion set out in these meeting procedures, the purpose of which is to seek to correct what may have been a mistake of fact or interpretation on the part of the chairperson.
Non-Delegated Committee	A committee that does not have authorisation from the Council to make a decision and therefore must recommend all motions to the next Council meeting for endorsement. Non-delegated committees have the delegation to resolve acceptance of minutes of previous meetings of that committee and to resolve procedural motions.
Petition	A request for action on a matter over which Council has the power to act. The "terms" of a petition consist of the reasons for petitioning Council and a request for action by Council.
Portfolio Councillor	A Councillor who has been allocated responsibility of a portfolio by Council.
Procedural Motion	A set of motions that can be employed in specific ways to control the conduct of meetings.
Record	A document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan or model or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee and, in particular, includes the minutes of meetings.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Regulation	<i>Local Government Regulation 2012</i>
Report	Documents and information that relate to the business to be dealt with at the meeting. Reports may include personal information only to extent such is necessary to reflect the issue to be discussed without rendering the report meaningless, subject to Council's obligations under the <i>Information Privacy Act 2009</i> .

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Resolution	A motion that has been passed by a majority of Councillors at the meeting. While in practice it means the "Council decision", the word "resolution" also indicates the process by which the decision was made.
Seriatim	When a motion consists of more than one statement, action or concept a Councillor may request for each statement, action or concept to be voted on separately.
Special Meeting	As defined in the Regulation, a meeting of a local government at which the only business that may be conducted is the business stated in the notice of the meeting.
Unsuitable Meeting Conduct	As defined in the Act, the conduct of a Councillor is unsuitable meeting conduct if the conduct: (a) Happens during a local government meeting; and (b) Contravenes a behavioural standard.

5 Policy Statement

The Act and the Regulation provide core requirements for the conduct of local government meetings.

Council is committed to conducting its meetings in accordance with the principles of the Act, ensuring an efficient, accountable, transparent and sustainable delivery of effective services within our Region.

5.1 Special Meeting

The CEO must call a special meeting of the Council if:

- (a) The special meeting is required by resolution;
- (b) A written request for the special meeting is lodged with the CEO signed by the Mayor or three or more Councillors which specifies the object of the special meeting and proposes the day and time for holding the meeting;
- (c) A special meeting is required to comply with the Act or other legislation; or
- (d) Where the CEO determines it is in the interests of the Council that a special meeting be held.

A special meeting may be for either a Council or committee meeting. The direction and conduct prescribed within this policy should be followed for special meetings.

5.2 Agenda for Meetings

A Councillor who wants an item of business included on the agenda for a particular meeting must give written notice to the CEO at least seven days before the meeting at which the proposal is to be made. Items for consideration may include questions on notice, notice of motions or rescission of motions.

Business not on the agenda or arising from the agenda must not be considered at the meeting unless Council agrees to admit such business at the meeting.

Special meetings of Council must only consider matters listed on the agenda.

5.3 Order of Business

The order of business is determined by resolution of a Council meeting, however, a Council or committee meeting may resolve, and without notice, to alter the order in which it proceeds with the business for a particular meeting.

Unless otherwise resolved, the order of business is as follows:

- (a) Opening of Meeting;
- (b) Attendance including Apologies and Leave of Absence;
- (c) Confirmation of Minutes of Previous Meetings;
- (d) Declaration of Interest in Matters on the Agenda;
- (e) Public Forums/Deputations;

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- (f) Presentation of Petitions;
- (g) Reports;
 - (i) Committee (for Council meetings only);
 - (ii) Councillors;
 - (iii) Officers;
- (h) Notice of Motions;
- (i) Questions on Notice;
- (j) Urgent Business/Questions;
- (k) Closed Session; and
- (l) Closure of Meeting.

Meetings deal with items of business on its agenda in accordance with:

- (a) Procedural directions given to the meeting by resolution;
- (b) Procedural directions specified in this policy; or
- (c) If there is no procedural direction governing a particular matter, the chairperson's decision.

However, the meeting may, by resolution, overrule a decision on a procedural question made by the chairperson.

5.4 Deputations

The maximum total time allocated per deputation will not exceed 10 minutes, unless otherwise agreed by the chairperson.

Unless the meeting otherwise resolves, the effect of calling on the next business item is that the deputation will not be heard at the meeting and a fresh request will be given to the CEO if the deputation wishes to be heard at a subsequent meeting.

The chairperson may terminate an address by a person in a deputation at any time where:

- (a) The chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors or members at the meeting;
- (b) The time period allowed for the deputation has expired;
- (c) The person uses insulting or offensive language; or
- (d) If a member of the deputation, other than the appointed speakers, continues to interject or attempt to address the meeting after the chairperson has warned the member of the deputation.

Details for applying and approving deputations are located on the Council's website.

5.5 Petitions

A petition to be considered for presentation to Council must:

- (a) Be on paper in legible writing or typed;
- (b) Be addressed to the CEO;
- (c) Refer to a matter which the Council has the power to act;
- (d) State the reasons for petitioning the Council; and
- (e) Contain a request for action by the Council.

The Petition Submission Form contained on Council's website may be used.

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Submitted petitions must:

- (a) Include the reasons for the petition and the specific action requested (the terms) at the top of the first page of the petition and the action requested also at the top of every subsequent page;
- (b) Include the signature and contact details of the Principal Petitioner on the first page of the petition, and contact details of the Principal Petitioner on every subsequent page;
- (c) Include the name and contact details of the principal petitioner (i.e. the key contact);
- (d) Not have any letters, affidavits or other documents attached to it;
- (e) Include the postcode of all petitioners;
- (f) Contain signatures made by the person signing in their own handwriting, a petitioner who is not able to sign may ask another person to sign on their behalf;
- (g) Have signatures written on a page bearing the request part of the terms of the petition. Signatures must not be:
 - (i) Placed on a blank page or on the reverse of a sheet containing the terms of the petition; or
 - (ii) Be copied, pasted or transferred on to the petition;
- (h) Have at least 10 signatures from people supporting the terms of the petition; and
- (i) Not contain any alterations to the terms of the petition.

When a petition is received by Council an acknowledgement letter is sent to the Principal Petitioner and the petition is tabled for consideration at the next meeting.

A petition may be presented to a meeting by:

- (a) A Councillor;
- (b) CEO; or
- (c) CEO delegate,

who reads and states the nature of the petition, and becomes, as far as practicable, acquainted with the subject matter of the petition before presenting at a meeting.

Where a petition is presented to a meeting, no debate on or in relation to it is allowed, however, a Councillor presenting a petition may speak in respect of the matter the subject of the petition for a period of not more than one minute.

The only motions moved are:

- (a) That the petition be received;
- (b) That the petition be received and referred to a committee or the CEO for consideration and report back to the Council; or
- (c) The petition not be received because it is deemed invalid.

5.6 Committee Reports

5.6.1 Delegated Committees

Reports and resolutions of a delegated committee do not need to be submitted to a Council meeting for consideration or endorsement, provided there is an absolute majority in favour of the proposal. A casting vote cannot be used by the chairperson to determine a resolution and tied votes must be referred to a Council meeting for determination.

5.6.2 Non-Delegated Committees

Non-delegated committees submit reports and/or recommendations to the CEO who lists them on the agenda for the next available Council meeting.

Recommendations to a Council meeting from a committee are to be the same as those resolved by the committee.

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If in a report of a committee distinct recommendations are made, the decision of the Council may be taken separately on each recommendation.

The chairperson of the Council meeting decides whether the distinct recommendations or parts of recommendations are considered separately by the Council meeting.

The Council meeting can:

- (a) Adopt;
- (b) Amend and adopt; or
- (c) Reject,

the recommendation.

Such amendments may alter the meaning or intention of the committee recommendation or it may simply correct the wording.

The committee recommendations adopted by Council are resolutions of the Council.

5.7 Mayoral Minute

The Mayor, as the chairperson at a Council meeting or chairperson of a committee of the whole, is entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.

Such a minute, when put to the meeting, takes precedence over all business on the agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of the minute without the motion being seconded.

A recommendation made in a minute of the chairperson (being the Mayor) or in a report made by an employee is, so far as adopted by the Council, a resolution of the Council.

Amendments to Mayoral Minutes that are consistent with the intent of the terms of the Minute are permitted, provided such amendments have the agreement of the Mayor.

5.8 Portfolio Councillor Reports

Reports to a meeting and relevant to portfolios allocated under Council’s Councillor Portfolio Policy should be introduced by the relevant Portfolio Councillor.

5.9 Notice of Motion

Submission of a notice of motion must be given at least five days before the meeting at which the proposal is to be made.

Councillors may advise whether the notice of motion is to go to the next Council meeting or next appropriate committee meeting. However the CEO, in setting the agendas, may determine that the notice of motion is best dealt with by another Council or committee meeting.

Where a Councillor who has given notice of a motion is absent from the meeting at which the motion is to be considered, the motion may be:

- (a) Moved by another Councillor at the meeting; or
- (b) Deferred to the next appropriate meeting.

Notice of motions must:

- (a) Be framed as succinctly as possible;
- (b) Not include argument or discussion or excessive background material;
- (c) Be relevant to the good order of the business of the Council; and
- (d) Not be an action that could be dealt with in operational procedures.

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5.10 Questions on Notice

The questions on notice from a Councillor are published in the agenda of the appropriate meeting providing such questions are received by the CEO in time for the publishing of the agenda.

Questions on notice must:

- (a) Be framed as succinctly as possible;
- (b) Not include argument or discussion or excessive background material;
- (c) Be relevant to the good order of the business of the Council; and
- (d) Not be a question that could be answered under operational procedures.

Councillors may ask questions without notice where a genuine urgency exists, and the matter is not included in the agenda.

5.11 Urgent Business/Questions

A provision in the agenda for Councillors to raise questions or matters of a genuinely urgent or emergent nature that are not a change to Council policy and cannot be delayed until the next scheduled meeting.

5.12 Closed Meetings

Council may resolve that a meeting or part of a meeting be closed to the public if its Councillors consider it necessary to discuss any of the following matters:

- (a) The appointment, dismissal or discipline of the CEO;
- (b) Industrial matters affecting employees;
- (c) Council's Budget;
- (d) Rating concessions;
- (e) Legal advice obtained by Council, including legal proceedings that may be taken by or against Council;
- (f) Matters that may directly affect the health and safety of an individual or group of individuals;
- (g) Negotiations relating to a commercial matter involving the Council for which a public discussion could prejudice the interests of the Council;
- (h) Negotiations relating to the taking of land by Council under the *Acquisition of Land Act 1967*;
- (i) A matter that the Council is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State; and/or
- (j) A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the Council under the Act chapter 5A, part 3, division 5.

A meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the meeting must decide whether the Councillor has a prescribed or declarable conflict of interest in the matter.

Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and the Council must resolve to:

- (a) Delegate the matter, unless the matter cannot be delegated;
- (b) Defer to a later meeting; or
- (c) Take no further action on the matter unless the Act or another Act provides that Council must decide the matter.

None of the above are considered, discussed, voted on or made during a closed session.

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If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the Act).

To take a matter into a closed session the Council must abide by the following:

- (a) Pass a resolution to close the meeting;
- (b) The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
- (c) If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why the Councillors at the meeting may consider it is necessary to take the issue into closed session must be stated; and
- (d) Not make a resolution while in a closed meeting (other than a procedural resolution).

6 Procedures for Making Determinations

6.1 Motions

A motion is not debated at a meeting until the motion is seconded (with the exception of procedural motions which are not debated at all).

A motion (other than a procedural motion relating to a point of order or a Mayoral Minute) that is not seconded, lapses for want of a seconder.

A Councillor who moves a motion may speak, with the permission of the chairperson, for the purpose of explaining the purport of that motion before it is seconded.

When a motion has been moved and seconded, it is subject to the control of the Council and may not be withdrawn without the consent of the Council.

Only one motion may be put at any one time.

6.2 Amendment to a Motion

A Councillor may move an amendment to any motion provided it does not change the original motion so substantially as to defeat its purpose.

Where an amendment to a motion is put before a meeting, no other amendment to the motion is considered until after the first amendment has been determined.

A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.

If an amendment is carried it becomes the motion.

If an amendment has been rejected, a further amendment can be moved, and so on, but no more than one motion and one proposed amendment can be before the Council at any one time.

Where a motion is amended by another motion and determined, the original motion is not put as a subsequent motion to amend the substantive motion.

6.3 Alternative or Foreshadowed Motions

During debate on a motion, a member may indicate an alternative or foreshadowed motion that the member intends to move after the motion under consideration has been dealt with.

Alternative motions can only be put to a vote if the original motion is lost.

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6.4 Withdrawal of a Motion

If a motion has been moved and seconded, the mover of the motion may elect to withdraw the motion:

- (a) Before the motion is voted on; or
- (b) Before an amendment to the motion is moved and seconded.

If a modification to a motion is accepted by the Councillors who have moved and seconded a motion, the original motion is deemed to be withdrawn and the motion, as accepted, becomes the motion.

Once an amended motion has been moved and seconded and becomes the motion, the mover of that motion may elect to withdraw the motion before the motion is resolved.

6.5 Speaking to Motions and Amendments

The mover of a motion or amendment may read and state that it is moved but does not speak to it until the motion is seconded.

A Councillor may request from the chairperson for further information before or after the motion or amendment is seconded.

The order of speakers is:

- (a) The Councillor moving the motion;
- (b) Councillors alternatively against and for the motion;
- (c) Once alternative speakers are exhausted, as determined by the chairperson;
- (d) The mover of the motion has the final right of reply, provided there has been a speaker against the motion or amendment; and
- (e) The mover of an amendment motion will have no right of reply.

In the event that an amendment is passed, the Councillor who moved the original motion has a right of reply to the amended motion.

Once the right of reply has been exercised on a motion, debate on the motion is closed.

If a motion or amendment has been withdrawn by the mover, a Councillor does not speak to that motion or amendment. If an alternative motion is moved and seconded, only that alternative motion may be debated once moved and seconded.

Each speaker, including when exercising a right of reply, is restricted to not more than three minutes and speaks directly to the motion.

Any extension of time for a Councillor to speak is only granted by a resolution and any extension is for a period of not more than three minutes.

When two or more Councillors indicate to speak at the same time, the chairperson determines who speaks first.

In accordance with section 254H of the Regulation, if a decision made at a meeting is inconsistent with a recommendation or advice given to the Council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

6.6 Method of Taking Vote

Before any matter is put to the vote, the chairperson may direct the motion or amendment to be read again by the CEO or employee who is taking the minutes of the meeting.

Councillors vote by a show of hands.

A Councillor may call for a division on an item. If a division is called, the minutes record the names of Councillors and how they voted.

The chairperson declares the result of a vote as soon as it is determined.

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The minutes of the meeting records the vote. A Councillor may request that their name be recorded for or against the vote.

Except upon a motion to rescind or alter it, the resolution is not discussed after the vote on it has been declared.

6.7 Seriatim

When a motion consists of more than one statement, action or concept, a Councillor may request for the statement, actions or concepts be put seriatim.

If it is intended to debate a motion seriatim, then the request must be made immediately after the motion has been put and seconded.

If it is intended only to vote on a motion seriatim, then the request must be made prior to the mover of the motion exercising a right of reply.

6.8 Notice to Rescind or Repeal Previous Resolutions

A resolution can only be rescinded or repealed if it has not been acted upon.

If a Councillor wishes to rescind or repeal a resolution, a notice of intention to move an alternative motion must be provided to each Councillor within the Regulation timeframes, at least five days before the meeting.

Where there is no objection to a motion to rescind or repeal a previous resolution, the chairperson may put the motion to the vote without discussion.

If the motion to rescind or repeal a previous resolution is carried, an alternative motion may be moved and seconded for discussion and voting thereon.

Where a motion to rescind or repeal a previous resolution is lost, a motion of the same or like effect is not moved until at least three months after the date on which the first mentioned motion to rescind was lost unless the Council, by resolution, decides otherwise.

7 Procedural Motions

A Councillor may, during the debate of a matter at the meeting, move any of the procedural motions listed.

A procedural motion will not be debated and will be immediately put to the vote by the chairperson.

Where a procedural motion is carried the chairperson will immediately put the motion or amendment under consideration.

Where a procedural motion is lost, debate on the motion or amendment to that motion may continue.

Where a procedural motion is lost, the chairperson does not accept a similar motion until the expiration of 15 minutes after the time the motion was lost.

7.1 That the Motion be Now Put

This procedural motion may be moved without notice and without comment, at the conclusion of the speech of any member, to the motion or amendment before the meeting, to bring on the finalisation of a motion.

Before the procedural motion can be put, the chairperson ensures the opportunity has been given for at least one speaker to be heard for the motion or amendment under consideration and at least one speaker to be heard against the motion or amendment.

A mover, seconder or speaker to the original motion or amendment to the motion, cannot move a procedural motion that the motion be put.

7.2 That the Speaker No Longer Be Heard

Where this procedural motion is carried, the member against whom the motion was moved must cease speaking and be seated.

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7.3 That the Debate be Adjourned

A procedural motion “that the debate on the motion and/or amendment be adjourned” specifies a time or date to which the debate is to be adjourned.

A procedural motion may not adjourn debate for a period more than two months after the date of that procedural motion.

Where no time or date is specified in the procedural motion:

- (a) A further motion may be moved to specify such a time or date; or
- (b) The matter about which the debate is to be adjourned is included in the agenda for the next meeting.

7.4 That the Meeting Proceed to the Next Item of Business

Where this procedural motion is carried, debate on the matter being considered ceases and the motion is deemed to have lapsed.

7.5 That the Matter Lay on the Table/Be Lifted from the Table

A procedural motion “that the matter lay on the table” is only moved where the chairperson or a Councillor requires additional information on the matter, or the result of some other action of the Council or person is required, before the matter may be concluded at the meeting.

If the motion to lay the matter on the table is lost, debate continues and the “tabling motion” cannot be moved again in respect to that substantive motion.

If the motion to lay the matter on the table is moved and carried whilst an amendment is before the chair, both the motion and the amendment are laid on the table.

If the motion is carried, the matter is unable to be dealt with until a procedural motion “that the matter be lifted from the table and dealt with” is carried. This may be moved at the meeting at which the procedural motion to lay the matter on the table was carried or at any later meeting and placed in the order of business determined by Council at that meeting.

Matters laid on a committee table can only be lifted from that committee table by the same committee or the Council meeting.

Once the matter is returned to the table, all members, whether or not they have previously spoken, have the right to speak.

7.6 That the Matter be Referred to a Committee

If a procedural motion “that the matter be referred to a committee” is carried, debate on the matter ceases and the next matter on the agenda proceeds.

Any Councillor may move to amend the procedural motion in order to specify or clarify the terms of reference under which the matter is referred or the composition or identity of the committee to which the matter is to be referred.

7.7 That this Report/Document be Tabled

This motion may be used by a Councillor to introduce a report or other document to the meeting. Once the document is tabled, it ceases to be a confidential document and forms part of the minutes, unless otherwise resolved.

The only motion moved following tabling is that the report/document:

- (a) Be received and referred to a committee or an employee for consideration and report back to the meeting; or
- (b) Not be received.

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7.8 That a Provision of These Meeting Procedures be Suspended for a Specified Period

A procedural motion “that a provision of these meeting procedures be suspended for a specified period” may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule.

A procedural motion to suspend a provision specifies the reason and duration of such a suspension.

At the conclusion of the specified period, a procedural motion “to resume a provision of these meeting procedures” are made to reinstate all provisions of the meeting procedures to the meeting.

7.9 That the Meeting Be Adjourned/Resumed

A Councillor present at a meeting may at any time move a procedural motion “that the meeting be adjourned”. The procedural motion must specify a time for the resumption of the meeting and, on resumption, continues with the business before the meeting at the point where it was discontinued on the adjournment.

At the conclusion of the specified period, a procedural motion “that the meeting be resumed” be made.

7.10 That the Chairperson’s Ruling be Dissented From

A Councillor may move “a motion of dissent” in relation to a ruling of the chairperson.

Where such a motion is moved, further consideration of any matter is suspended until after the motion of dissent is determined.

Only the mover of the motion of dissent and the chairperson speaks to the motion. The mover of the motion and the chairperson speaks only once to the motion with the mover speaking first and the chairperson second.

Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made proceeds as though that ruling had not been made.

Where, as a result of that ruling, a matter was discharged as out of order, it is restored to the agenda and dealt with in the normal course of business.

Where a motion of dissent is not carried, the ruling of the chairperson stands.

8 Attendance at Meetings

8.1 Chairperson

The Mayor (or at the request or in the absence of the Mayor, the Deputy Mayor) presides at Council and Committee meetings.

If the Mayor and Deputy Mayor are absent from a meeting, a Councillor may be elected to the chair by the Councillors present at the meeting.

8.2 Quorum

Business must not be conducted at a meeting unless a quorum is present in accordance with the Regulation.

A Councillor is not deemed to be present at any meeting unless the Councillor is inside the meeting room or has been granted approval to take part in a meeting by teleconferencing.

The chairperson is to be advised if a Councillor is unable to attend a meeting no later than 24 hours prior to the meeting, unless extenuating circumstances apply.

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8.3 Leave of Absence from Meetings

Councillors must seek a leave of absence from a meeting where a Councillor cannot attend a meeting for private or business purposes. Leave is granted at the discretion of the Council. The CEO may approve a leave of absence when the Councillor is required to travel for Councillor business and a report to Council is not necessary.

A leave of absence may be granted prior to the meeting or at the meeting itself. An application does not need to be made in person, and as a result, Council may grant such leave while a Councillor is absent.

Where a Councillor needs to seek leave from more than a single meeting, such applications are to be made in writing to the CEO specifying the dates of the meeting/s leave is being applied for.

Where a Councillor intends to attend a meeting when leave has been granted by the Council, two day's written notice is provided to the CEO. This notice nullifies any future leave previously approved.

If a Councillor attends a meeting, for which leave has been granted previously, any future absence requires additional leave to be granted, regardless if the original leave covered any future meetings.

A leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for a Councillor to attend a conference or event.

Where Councillors are appointed by the Council as a Council representative on a committee or association, a leave of absence is automatically granted for any events or travel associated with the Councillor's fulfilment of that role. Should there be a lack of quorum at a meeting due to the Councillor attending an activity, the CEO will refer the approval for a leave of absence to the Council table.

8.4 Absence from Meetings

A request by a Councillor for an apology for not attending a meeting is recorded in the minutes. However, for the purpose of annual reporting, the Councillor is not considered as having attended the meeting. (An apology is not considered a leave of absence request.)

Where a Councillor is absent from a meeting without an approved leave of absence or submitted apology, the Councillor is not listed in the attendance section of the meeting minutes.

In the event that a Councillor leaves the meeting place for the duration of the discussion of that item, the time of the absence is recorded in the minutes.

8.5 Employee Attendance

Before entering into discussion on any matter, a meeting may call on the relevant general manager and/or the general manager's nominee to be present at the discussion.

8.6 Attendance of Public and Media at Meetings

Reasonable accommodation and facilities to report proceedings is provided within the meeting places of the meeting for representatives of the press, radio and television.

Copies of the meeting agenda, excluding confidential items, are made available to the representatives of the press, radio and television. Reasonable access is allowed to the representatives to correspondence and reports laid on the table or submitted to the meeting, however, access will be withheld where the Council by resolution decides on the grounds that publication may prejudice the Council's interests.

Part of the meeting place is made available for the accommodation of the public, and such number of public as can reasonably be accommodated are permitted to attend at every meeting, except during a closed session.

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8.7 Public Participation at Meetings

Except when invited to do so by the chairperson, a member of the public will not take or attempt to take part in the proceedings of a meeting.

During a debate on a motion, the chairperson may invite submissions, comments or questions from members of the public.

Any person addressing a meeting will stand, act and speak with decorum and frame any remarks in respectful and courteous language.

The meeting may, as a mark of distinction, admit a non-member to a part of the meeting place normally reserved for Councillors during the conduct of a meeting to participate in the discussion of a particular item of business, on conditions decided by the meeting.

8.8 Teleconferencing

The Council has delegated to the CEO under section 254K of the Regulation the power to allow a person to take part in a meeting by teleconferencing.

A Councillor or committee member who takes part in a local government meeting by teleconferencing is taken to be present at that meeting if the Councillor or member was simultaneously in audio contact with each other person at the meeting.

Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

9 Conduct at Meetings

9.1 Councillor Conduct

After a meeting has been formally constituted and the business commenced, a Councillor does not enter or leave the meeting without first notifying the chairperson.

During a meeting, unless exempted by the chairperson, Councillors address the chairperson while:

- (a) Moving any motion or amendment;
- (b) Seconding any motion or amendment;
- (c) Taking part in any discussion;
- (d) Replying to any question; or
- (e) Addressing the Council for any other purpose.

Councillors, during a meeting, address:

- (a) Other Councillors by their respective titles, "Mayor" or "Councillor"; and
- (b) Employees by designating them by their name or position title.

Councillors confine their remarks to the matter under consideration.

Councillors remain seated and silent while a vote is being taken.

Councillors act with due decorum during meetings to ensure the meeting is conducted in an efficient and effective manner. Councillors do not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the meeting.

The chairperson may specify orally or in writing appropriate standards of decorum which are observed by all Councillors and other persons attending a meeting.

Councillors do not make personal reflections on or impute improper motives to other Councillors, employees or members of the public.

A Councillor who is speaking are not to be interrupted except upon a point of order being raised by either the chairperson or another Councillor.

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When the chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak, immediately ceases speaking and resumes their seat, and each Councillor present preserves strict silence so the chairperson may be heard without interruption.

The chairperson may:

- (a) Call the attention of the meeting to continued irrelevance or tedious repetition on the part of any Councillor; and
- (b) Direct a Councillor to discontinue a speech.

The use of mobile phones in the meeting place or other meeting places is not permitted.

9.2 Points of Order

A Councillor may ask the chairperson to decide on a 'point of order' where it is believed that:

- (a) Another Councillor has failed to comply with proper meeting procedures;
- (b) A matter before the Council is in contravention of the Act or the Regulation or any other relevant State or Federal Legislation; or
- (c) A matter before the Council is beyond the Council's jurisdiction.

Points of order do not require a seconder, and cannot be used as a means of contradicting a statement made by the Councillor speaking.

Where a 'point of order' is moved, further consideration of any matter is suspended until after the point of order is determined.

Upon a question of order arising during the process of a debate, a Councillor may rise to a point of order, and thereupon the Councillor against whom the point of order is raised, will immediately cease speaking and be seated when the point of order is submitted.

The chairperson will determine whether the point of order is upheld.

Despite anything contained in these meeting procedures or the Regulation to the contrary, all questions of order at any time arising will, until decided, suspend the consideration and decision of every other question.

9.3 Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a meeting and contravenes a behavioural standard of the Code of Conduct for Councillors in Queensland. When dealing with an instance of unsuitable meeting conduct by a Councillor, the following procedures must be followed:

- (a) The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- (b) If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, refer to (g) for the steps to be taken.
- (c) If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the Councillor take remedial actions such as:
 - (i) Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - (ii) Apologising for their conduct; or
 - (iii) Withdrawing their comments.
- (d) If the Councillor complies with the chairperson's request for remedial action, no further action is required.
- (e) If the Councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.

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- (f) If the Councillor complies with the chairperson’s warning and request for remedial action, no further action is required.
- (g) If the Councillor still continues to fail to comply with the chairperson’s request for remedial actions or the chairperson decided a warning was not appropriate under (e), the chairperson may make one or more of the orders below:
 - (i) An order reprimanding the Councillor for the conduct; or
 - (ii) An order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- (h) If the Councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed.
- (i) Following the completion of the meeting, the chairperson must ensure:
 - (i) Details of any order issued is recorded in the minutes of the meeting;
 - (ii) If it is the third or more order within a 12 month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Council and treated as a conduct breach in accordance with the Act; and
 - (iii) The CEO is advised to ensure details of any order made is updated in the Councillor Conduct Register in accordance with the Act.
- (j) Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts (b), (c), (g) and (h) above.

9.4 Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

If a Councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the Councillor may raise the matter in the meeting by point of order.

The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the Councillor may move a motion that the Chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.

The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the declarable conflict of interest procedures set out below.

For the debate and vote on the motion, a Councillor other than the Councillor that moved the motion, is to act as the chairperson.

If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible Councillors, the chairperson can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible Councillors.

The acting chairperson of the meeting will preside over the meeting while the Councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).

If it is decided that the chairperson has engaged in unsuitable meeting conduct the Councillors can make an order reprimanding the chairperson for the conduct.

Once the Councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.

The chairperson then resumes the role of chairperson, and the meeting continues.

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Details of any reprimand order must be recorded in the minutes of the meeting. The CEO is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register.

For conduct of a chairperson, at meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a Councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the Act, and is a conduct breach under section 150K(2)(b) and (3) of the Act, Council is not required to notify the assessor about the conduct; and may deal with the conduct under section 150AG of the Act as if an investigation had been conducted. It may be dealt with at the next meeting.

9.5 Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of a prescribed conflict of interest on matters to be discussed at a meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- (a) A Councillor who has notified the CEO of a prescribed conflict of interest in a matter to be discussed in a meeting must also give notice during the meeting.
- (b) A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a meeting must immediately inform the meeting of the conflict of interest.
- (c) When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:
 - (i) If it arises because of a gift, loan or contract, the value of the gift, loan or contract;
 - (ii) If it arises because of an application or submission, the subject of the application or submission;
 - (iii) The name of any entity, other than the Councillor, that has an interest in the matter;
 - (iv) The nature of the Councillor's relationship with the entity mentioned in paragraph 9.5(c)(iii) that has an interest in the matter; and/or
 - (v) Details of the Councillor's and any other entity's interest in the matter.
- (d) The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.
- (e) Once the Councillor has left the area where the meeting is being conducted, Council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a Councillor other than the subject Councillor, then the Councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another Councillor's conflict of interest under section 150EW of the Act, will apply. If more than one Councillor is reported by another Councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each Councillor individually. If the Councillor with the suspected declarable conflict of interest considers there is no conflict of interest, then the eligible Councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject Councillor has a prescribed conflict of interest under section 150EX(2) of the Act applies.

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9.6 Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at meetings that might lead to a decision that is contrary to the public interest (other than interests prescribed under section 150EO of the Act and ordinary business matters prescribed under section 150EF of the Act).

The following processes must be undertaken:

- (a) A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the Councillor may disclose their suspicion and the processes under section 150EW of the Act apply. If more than one Councillor is reported by another Councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with each Councillor individually. The eligible Councillors must then make a decision under section 150EX(2) of the Act.
- (b) When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:
 - (i) A Councillor who has notified the CEO of a declarable conflict of interest in a matter to be discussed at a meeting must also give notice during the meeting.
 - (ii) A Councillor who first becomes aware of a declarable conflict of interest in a matter during a meeting must inform the meeting of the conflict of interest.
- (c) When notifying the meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
 - (i) The nature of the declarable conflict of interest; and
 - (ii) If it arises because of the Councillor's relationship with a related party:
 - (A) The name of the related party to the Councillor;
 - (B) The nature of the relationship of the related party to the Councillor; and
 - (C) The nature of the related party's interests in the matter.
 - (iii) If it arises because of a gift or loan from another person to the Councillor or a related party:
 - (A) The name of the other person;
 - (B) The nature of the relationship of the other person to the Councillor or related party;
 - (C) The nature of the other person's interests in the matter; and
 - (D) The value of the gift or loan, and the date the gift was given or loan was made.
- (d) After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- (e) If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision.

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- (f) The other Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible Councillors. The eligible Councillors may impose conditions on the Councillor under a decision to either participate or leave the meeting, for example, they may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the eligible Councillors. The Councillor must not participate in the decision unless authorised in compliance with section 150ES of the Act or under an approval by the Minister for Local Government under section 150EV of the Act.
- (g) In deciding on whether a Councillor may participate in a decision about a matter in which the Councillor has a declarable conflict of interest, only Councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the Act.
- (h) The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other Councillors in making their decision. The subject Councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the Councillor may remain in the meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.
- (i) When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible Councillors should consider the circumstances of the matter including, but not limited to:
- (i) How does the inclusion of the Councillor in the deliberation affect the public trust;
 - (ii) How close or remote is the Councillor's relationship to the related party;
 - (iii) If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
 - (iv) Will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them;
 - (v) How does the benefit or detriment the subject Councillor stands to receive compared to others in the community;
 - (vi) How does this compare with similar matters that Council has decided and have other Councillors with the same or similar interests decided to leave the meeting; and
 - (vii) Whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- (j) If the eligible Councillors cannot decide about the Councillor's participation in the meeting with a declarable conflict of interest of, they are taken to have decided that the Councillor must leave and stay away from the meeting while the eligible Councillors discuss and vote on the matter.
- (k) A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the eligible Councillors decide by resolution that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a meeting about the same matter for example briefing sessions or workshops.
- (l) In making the decision about the Councillor's conflict of interest in a matter it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).

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(m) A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the Act.

9.7 Reporting of Suspected Conflict of Interest

If a Councillor at a meeting reasonably believes or suspects that another Councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion. If more than one Councillor is reported by another Councillor to have suspected personal interest in a matter, the meeting must deal with each Councillor individually.

The chairperson should ask the Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above for prescribed and declarable conflicts of interest.

If the Councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

The eligible Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above. If a Councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillor's participation.

If the Councillors cannot reach a decision about the conflict of interest, or the subject Councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the Councillor must leave and stay away from the place where the meeting is being held while the eligible Councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged. If the eligible Councillors decide by resolution that the subject Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of the Council meeting about the same matter for example, workshops.

If the belief or suspicion of a conflict of interest relates to more than one Councillor, the above paragraphs in 9.7 must be complied with in relation to each Councillor separately.

9.8 Loss of Quorum

In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the Councillors including the conflicted Councillors must resolve to:

- (a) Delegate the consideration and decision on the matter, in accordance with section 257 of the Act unless the matter cannot be delegated;
- (b) Defer the matter to a later meeting; or
- (c) Not to decide the matter and take no further action in relation to the matter unless the Act or another Act provides that the Council must decide the matter.

The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

The Council may only delegate a power to make a decision about a Councillors conduct under section 150AEA or 150AG of the Act in accordance with section 257(2) of the Act, to:

- (a) The Mayor; or
- (b) A standing committee,
- (c) If it is a decision about the conduct of the Mayor, the decision must be delegated to a standing committee.

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The Minister for Local Government may, by signed notice give approval for a conflicted Councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister for Local Government may impose.

9.9 Recording Prescribed and Declarable Conflicts of Interest

When a Councillor informs the meeting that they or another Councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- (a) The name of any Councillor and any other Councillor who may have a prescribed or declarable conflict of interest;
- (b) The particulars of the prescribed or declarable conflict of interest provided by the Councillor;
- (c) The actions taken by a Councillor after informing the meeting that they have, or they reasonably suspect another Councillor has a prescribed or declarable conflict of interest;
- (d) Any decision then made by the eligible Councillors;
- (e) Whether the Councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval;
- (f) The Council’s decision on what actions the Councillor with a declarable conflict of interest must take and the reasons for the decision;
- (g) The name of each eligible Councillor who voted on the matter and how each voted. The eligible Councillors includes a Councillor who has either been granted approval by the Minister or their fellow Councillors to participate and vote on a matter (ie. all Councillors who were entitled to vote on the matter).

If the Councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a Councillor’s personal interest by someone other than the Councillor, the name of each Councillor who voted in relation to whether the Councillor has a declarable conflict of interest, and how each of the Councillors voted.

Where a decision has been made under paragraph 9.6(f) of this policy, the minutes must include the decision and reasons for the decision, and the name of each eligible Councillor who voted and how each eligible Councillor voted.

9.10 Maintenance of Good Order at Meetings

In accordance with *Local Law No. 1 (Administration) 2011*, a person who is not a member of the Council or a Committee must not obstruct the proper conduct of a meeting of the Council or Committee.

If a person (other than a member) obstructs the proper conduct of a meeting, the chairperson may give the person a warning. If the chairperson reasonably believes that the person may continue to interrupt or obstruct the proper conduct of the meeting, the chairperson may ask the person to leave the meeting place.

A person failing to comply with a direction to leave the meeting place may be removed from the meeting place using reasonable necessary force. For the purpose of effecting the removal, the chairperson may call upon the assistance of a member of the Police Service.

The use of mobile phones in the area set aside for the representatives of the press, radio and television and the public in the meeting place or other meeting places is not permitted.

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10 Meeting Process for Dealing with a Suspected Conduct Breach including those that have been Referred to Council by the Independent Assessor

Under chapter 5A, part 3, division 3A of the Act, the Independent Assessor must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the Independent Assessor assesses that a matter is a suspected conduct breach it must refer the matter to Council. The assessor refers the Councillor's suspected conduct breach to Council by giving a referral notice.

In relation to matters referred by the Independent Assessor to Council, Council may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the Councillor vacates or has vacated their office as a Councillor.

Council's investigation must be conducted in a way that is consistent with Council's Councillor Investigation Policy. An investigation report must be prepared to assist the Councillors in deciding on the outcome under section 150AG of the Act. Before debating a matter to decide on an outcome, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the Act on or before the day and time prescribed by the Regulation.

Council must decide in a Council meeting whether the Councillor has engaged in a conduct breach, unless it has delegated responsibility for this decision under section 257 of the Act to the Mayor or to a standing committee.

When dealing with an instance of a suspected conduct breach which has been referred to Council by the Independent Assessor:

- (a) The Council must act in a manner consistent with the local government principle of transparent and accountable decision making in the public interest, by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the Council. However, where the matter requires debate the Council may resolve to go into closed session under section 254J of the Regulation to discuss an investigation report. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.
- (b) Where the Council makes a decision about a conduct breach matter at a meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting in accordance with section 254H of the Regulation.
- (c) The subject Councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible Councillors at the meeting can decide by resolution that the subject Councillor may remain in the meeting (unless they decide otherwise), during the debate about the investigation report and may answer questions put to the subject Councillor through the chairperson in relation to the evidence or written submission provided by the Councillor to the Council.
- (d) The subject Councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the Councillor is found to have engaged in a conduct breach.
- (e) If the complainant is a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in paragraph 9.6. If the complainant Councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible Councillors (do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest under paragraph 9.6. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

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- (f) After making a decision under section 150AG of the Act, the Council must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a Councillor or the CEO of the Council if they were complainants, and any Councillor who declared a conflict of interest in the matter.
- (g) If the Council has lost quorum due to the number of conflicted Councillors or another reason, the Council must do one of the following:
 - (i) Delegate deciding the matter under section 257 of the Act to the Mayor or a standing committee;
 - (ii) Decide, by resolution, to defer the matter to a later meeting; or
 - (iii) Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless the Act or another Act provides that the Council must decide the matter.
- (h) Council cannot decide to take no further action on a decision about a conduct matter because a decision is required under the Act. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted Councillors may apply to the Minister for permission to participate in the decision.
- (i) If it is decided that the subject Councillor has engaged in a conduct breach, then the Councillors must decide what penalty or penalties from the orders detailed in paragraph 10(i), if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous conduct breach of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.
- (j) The Council may order that no action be taken against the Councillor or make one or more of the following:
 - (i) An order that the Councillor make a public apology, in the way decided by the Council;
 - (ii) An order reprimanding the Councillor for the conduct breach;
 - (iii) An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
 - (iv) An order that the Councillor be excluded from a stated meeting;
 - (v) An order that the Councillor is removed, or must resign, from a position representing the Council, other than the office of Councillor, for example, that the Councillor is ordered to resign from an appointment representing the Council on a state board or committee;
 - (vi) An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct; and/or
 - (vii) An order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's conduct breach.

A local government may not make an order in relation to a person who has vacated their office as a Councillor.

The subject Councillor, and where relevant, the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.

The chairperson must ensure the meeting minutes reflect the resolution and any orders made. A notice must be given to the Independent Assessor as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

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11 Record of Meetings

11.1 Confirmation of Minutes

The minutes of a meeting must be compliant with the requirements of the Regulation.

The minutes of a meeting, not previously confirmed, are taken into consideration at the next meeting of the relevant meeting, so they can be confirmed.

The minutes of the final committee meetings for the term of Council must be confirmed at the final Council meeting in the Council term.

The minutes of the final Council meeting for the term of Council must be confirmed at the first Council meeting for the new term.

No discussion is permitted on the minutes except to confirm or correct their accuracy as a record of proceedings. If the Council needs to make a correction to the confirmed minutes, that can be done by passing a rescinding motion or a new motion that states what the correction is, but the original minutes remain as they are recorded.

11.2 Live Streaming, Audio and Video Recording of Meetings

Council may direct that live streaming of meetings occur for members of the public to view the meeting without physically attending. Archival access of these meetings will be available through Council's chosen streaming/hosting provider. Confidential items will not be live streamed. Council also retains a copy of the live streamed meeting for a period of seven years after confirmation of the minutes of the meeting in accordance with the *Public Records Act 2002*.

Council may also direct that an audio or video recording of a meeting be made for the purpose of verifying the accuracy of the minutes of the meeting. An audio or video recording made in accordance with this direction:

- (a) May only be used for the purpose of verifying the accuracy of the minutes of the meeting; and
- (b) Must be retained until the business action is completed after confirmation of the minutes of the meeting in accordance with the *Public Records Act 2002*.

12 Exclusions

Any provision of this policy may be suspended by resolution of any meeting.

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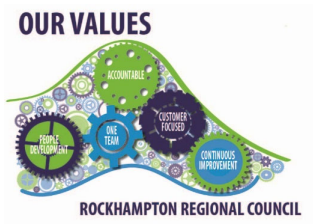
13 Review Timelines

This policy is reviewed when any of the following occur:

- (a) As required by legislation;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

14 Document Management

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



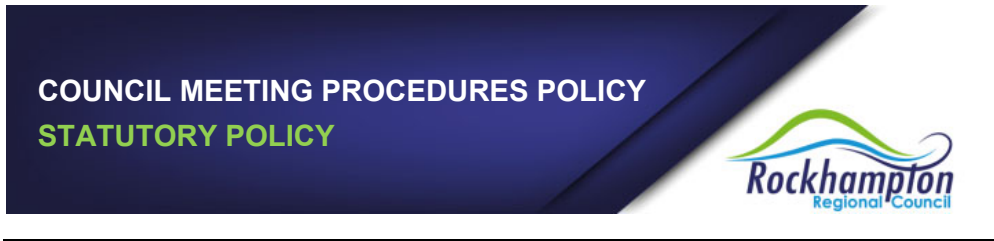
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REVIEWED COUNCIL POLICIES AND PROCEDURES

Draft Council Meeting Procedures Policy - Tracked

Meeting Date: 28 May 2024

Attachment No: 6



1 Scope

This policy applies to Councillors and employees during meetings of Rockhampton Regional Council. This policy does not apply to meetings of Council’s Audit and Business Improvement Committee.

2 Purpose

The purpose of this policy is to:

- (a) Provide direction for the orderly and proper conduct of meetings, including the post-election meeting;
- (b) Ensure the local government principles are reflected in the conduct of meeting; and
- (a)(c) Strengthen public confidence in Council to deal with the conduct of Councillors, conflicts of interests, loss of quorum and closed meetings.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

- Acquisition of Land Act 1967*
- Information Privacy Act 2009*
- Local Government Act 2009*
- Local Government Regulation 2012*
- Local Law No. 1 (Administration) 2011*
- Public Records Act 2002*
- Code of Conduct for Councillors in Queensland (~~Department of State Development, Infrastructure, LocalQueensland~~ Government ~~and Planning~~)
- Councillor Conduct Register
- Councillor Investigation Policy
- Councillor Portfolio Policy
- Deputation Factsheet
- Deputation Guidelines
- Model Meeting Procedures (~~Department of State Development, Infrastructure, LocalQueensland~~ Government ~~and Planning~~)
- Petition Submission Form
- Petitions Factsheet

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4 Definitions

To assist in interpretation, the following definitions apply:

Act	<i>Local Government Act 2009</i>
Agenda	Compilation of reports to be discussed at a meeting. The agenda for any meeting must indicate: (a) Business to be conducted at the meeting; (b) Business arising from previous meetings; and (c) Any business for which due notice has been given (Notice of Motion, Questions on Notice). An agenda will not include any matter that is unlawful.
Alternative/ Foreshadowed Motion	A proposed suggestion, usually raised during debate, that there is an alternative proposal should the original motion be lost. Once moved, the same rules of debate as the original motion apply.
Amendment	In relation to a motion, a motion moving an amendment to that motion. An amendment to a motion must retain the identity of the original motion and does not directly negative the motion. Amendment to a motion must be proposed before the debate has been concluded, before the mover of the motion has exercised their right to reply and follows the same rules of debate as the original motion.
Behavioural Standard	<u>As defined in the Act, The</u> standard of behaviour for Councillors set out in the Code of Conduct for Councillors in Queensland approved under section 150E of the Act.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the Act. This includes a person acting in this position.
Chairperson	Person presiding at a meeting.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the Act or Regulation decided by a Council resolution. A committee may either be a delegated or non-delegated committee.
<u>Conduct Breach</u>	<u>As defined in the Act, the conduct of a Councillor is a conduct breach if the conduct contravenes:</u> <u>(a) A behavioural standard; or</u> <u>(b) A policy, procedure or resolution of Council.</u> <u>Also, the conduct of a Councillor is a conduct breach if:</u> <u>(a) The conduct contravenes an order of the chairperson of a meeting for the Councillor to leave and stay away from the place at which the meeting is being held; or</u> <u>(b) For conduct of a Councillor, including the chairperson, at the meetings - it is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the Councillor on three occasions within a period of one year.</u>
Council	Rockhampton Regional Council
Council Meeting	A meeting of the local government as detailed in Chapter 8, Part 2, Division 1 of the Regulation, other than meetings of its committees.
Councillor	The Mayor and/or Councillors of Council, within the meaning of the Act.

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Day	A business day unless specified.
Delegated Committee	A committee that has the authorisation from the Council to make a decision and therefore a resolution of the Council, excluding matters that require a resolution of a Council meeting.
Deputation	A presentation from a member of the public (which could be on behalf of an organisation or individual) to a meeting.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the Act.
General Manager	An employee appointed to a position with a corporate band 2 delegated in line with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register, positions include Deputy Chief Executive Officer, general managers and executive managers.
<u>Local Government Principles</u>	<u>As defined in the <i>Local Government Act 2009</i>.</u>
Mayor	The Mayor is an elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the Act.
Meeting	Council meeting or committee meeting.
Motion	A proposal to be considered by Council at a meeting. It is a request to do something or to express an opinion about something. A motion formally puts the subject of the motion as an item of business for the Council.
<u>Motion of Dissent</u>	<u>A motion set out in these meeting procedures, the purpose of which is to seek to correct what may have been a mistake of fact or interpretation on the part of the Chairperson.</u>
Non-Delegated Committee	A committee that does not have authorisation from the Council to make a decision and therefore must recommend all motions to the next Council meeting for endorsement. Non-delegated committees have the delegation to resolve acceptance of minutes of previous meetings of that committee and to resolve procedural motions.
Petition	A request for action on a matter over which Council has the power to act. The "terms" of a petition consist of the reasons for petitioning Council and a request for action by Council.
Portfolio Councillor	A Councillor who has been allocated responsibility of a portfolio <u>by Council</u> .
Procedural Motion	A set of motions that can be employed in specific ways to control the conduct of meetings.
Record	A document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan or model or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee and, in particular, includes the minutes of meetings.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Regulation	<i>Local Government Regulation 2012</i>

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Report	Documents and information that relate to the business to be dealt with at the meeting. Reports may include personal information only to extent such is necessary to reflect the issue to be discussed without rendering the report meaningless, subject to Council's obligations under the <i>Information Privacy Act 2009</i> .
Resolution	A motion that has been passed by a majority of Councillors at the meeting. While in practice it means the "Council decision", the word "resolution" also indicates the process by which the decision was made.
Seriatim	When a motion consists of more than one statement, action or concept a Councillor may request for each statement, action or concept to be voted on separately.
Special Meeting	As defined in the Regulation, a meeting of a local government at which the only business that may be conducted is the business stated in the notice of the meeting.
Unsuitable Meeting Conduct	As defined in the Act, the conduct of a Councillor is unsuitable meeting conduct if the conduct: (a) Happens during a local government meeting; and (b) Contravenes a behavioural standard.

5 Policy Statement

The Act and the Regulation provide core requirements for the conduct of local government meetings.

Council is committed to conducting its meetings in accordance with the principles of the Act, ensuring an efficient, accountable, transparent and sustainable delivery of effective services within our Region.

5.1 Special Meeting

The CEO must call a special meeting of the Council if:

- (a) The special meeting is required by resolution;
- (b) A written request for the special meeting is lodged with the CEO signed by the Mayor or three or more Councillors which specifies the object of the special meeting and proposes the day and time for holding the meeting;
- (c) A special meeting is required to comply with the Act or other legislation; or
- (d) Where the CEO determines it is in the interests of the Council that a special meeting be held.

A special meeting may be for either a Council or committee meeting. The direction and conduct prescribed within this policy should be followed for special meetings.

5.2 Agenda for Meetings

A Councillor who wants an item of business included on the agenda for a particular meeting must give written notice to the CEO at least seven days before the meeting at which the proposal is to be made. Items for consideration may include questions on notice, notice of motions or rescission of motions.

Business not on the agenda or arising from the agenda must not be considered at the meeting unless Council agrees to admit such business at the meeting.

Special meetings of Council must only consider matters listed on the agenda.

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5.3 Order of Business

The order of business is determined by resolution of a Council meeting, however, a Council or committee meeting may resolve, and without notice, to alter the order in which it proceeds with the business for a particular meeting.

Unless otherwise resolved, the order of business is as follows:

- (a) Opening of Meeting;
- (b) Attendance including Apologies and Leave of Absence;
- (c) Confirmation of Minutes of Previous Meetings;
- (d) Declaration of Interest in Matters on the Agenda;
- (e) Public Forums/Deputations;
- (f) Presentation of Petitions;
- (g) Reports;
 - (i) Committee (for Council meetings only);
 - (ii) ~~Portfolio~~-Councillors;
 - (iii) Officers;
- (h) Notice of Motions;
- (i) Questions on Notice;
- (j) Urgent Business/Questions;
- (k) Closed Session; and
- (l) Closure of Meeting.

Meetings deal with items of business on its agenda in accordance with:

- (a) Procedural directions given to the meeting by resolution;
- (b) Procedural directions specified in this policy; or
- (c) If there is no procedural direction governing a particular matter, the chairperson's decision.

However, the meeting may, by resolution, overrule a decision on a procedural question made by the chairperson.

5.4 Deputations

The maximum total time allocated per deputation will not exceed 10 minutes, unless otherwise agreed by the chairperson.

Unless the meeting otherwise resolves, the effect of calling on the next business item is that the deputation will not be heard at the meeting and a fresh request will be given to the CEO if the deputation wishes to be heard at a subsequent meeting.

The chairperson may terminate an address by a person in a deputation at any time where:

- (a) The chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors or members at the meeting;
- (b) The time period allowed for the deputation has expired;
- (c) The person uses insulting or offensive language; or
- (d) If a member of the deputation, other than the appointed speakers, continues to interject or attempt to address the meeting after the chairperson has warned the member of the deputation.

Details for applying and approving deputations are located on the Council website.

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5.5 Petitions

A petition to be considered for presentation to Council must:

- (a) Be on paper in legible writing or typed;
- (b) Be addressed to the CEO;
- (c) Refer to a matter which the Council has the power to act;
- (d) State the reasons for petitioning the Council; and
- (e) Contain a request for action by the Council.

The Petition Submission Form contained on Council's website may be used.

Submitted petitions must:

- (a) Include the reasons for the petition and the specific action requested (the terms) at the top of the first page of the petition and the action requested also at the top of every subsequent page;
- (b) Include the signature and contact details of the Principal Petitioner on the first page of the petition, and contact details of the Principal Petitioner on every subsequent page;
- (c) Include the name and contact details of the principal petitioner (i.e. the key contact);
- (d) Not have any letters, affidavits or other documents attached to it;
- (e) Include the postcode of all petitioners;
- (f) Contain signatures made by the person signing in their own handwriting, a petitioner who is not able to sign may ask another person to sign on their behalf;
- (g) Have signatures written on a page bearing the request part of the terms of the petition. Signatures must not be:
 - (i) Placed on a blank page or on the reverse of a sheet containing the terms of the petition; or
 - (ii) Be copied, pasted or transferred on to the petition;
- (h) Have at least 10 signatures from people supporting the terms of the petition; and
- (i) Not contain any alterations to the terms of the petition.

When a petition is received by Council an acknowledgement letter is sent to the Principal Petitioner and the petition is tabled for consideration at the next meeting.

A petition may be presented to a meeting by:

- (a) A Councillor;
- (b) CEO; or
- (c) CEO delegate,

who reads and states the nature of the petition, and becomes, as far as practicable, acquainted with the subject matter of the petition before presenting at a meeting.

Where a petition is presented to a meeting, no debate on or in relation to it is allowed, however, a Councillor presenting a petition may speak in respect of the matter the subject of the petition for a period of not more than one minute.

The only motions moved are:

- (a) That the petition be received;
- (b) That the petition be received and referred to a committee or the CEO for consideration and report back to the Council; or
- (c) The petition not be received because it is deemed invalid.

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5.6 Committee Reports

5.6.1 Delegated Committees

Reports and resolutions of a delegated committee do not need to be submitted to a Council meeting for consideration or endorsement, provided there is an absolute majority in favour of the proposal. A casting vote cannot be used by the Chairperson to determine a resolution and tied votes must be referred to a Council meeting for determination.

5.6.2 Non-Delegated Committees

Non-delegated committees submit reports and/or recommendations to the CEO who lists them on the agenda for the next available Council meeting.

Recommendations to a Council meeting from a committee are to be the same as those resolved by the committee.

If in a report of a committee distinct recommendations are made, the decision of the Council may be taken separately on each recommendation.

The chairperson of the Council meeting decides whether the distinct recommendations or parts of recommendations are considered separately by the Council meeting.

The Council meeting can:

- (a) Adopt;
- (b) Amend and adopt; or
- (c) Reject,

the recommendation.

Such amendments may alter the meaning or intention of the committee recommendation or it may simply correct the wording.

The committee recommendations adopted by Council are resolutions of the Council.

5.7 Mayoral Minute

The Mayor, as the chairperson at a Council meeting or chairperson of a committee of the whole, is entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.

Such a minute, when put to the meeting, takes precedence over all business on the agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of the minute without the motion being seconded.

A recommendation made in a minute of the chairperson (being the Mayor) or in a report made by an employee is, so far as adopted by the Council, a resolution of the Council.

Amendments to Mayoral Minutes that are consistent with the intent of the terms of the Minute are permitted, provided such amendments have the agreement of the Mayor.

5.8 Portfolio Councillor Reports

Reports to a meeting and relevant to portfolios allocated under Council's Councillor Portfolio Policy should be introduced by the relevant Portfolio Councillor.

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5.9 Notice of Motion

Submission of a notice of motion must be given at least five days before the meeting at which the proposal is to be made.

Councillors may advise whether the notice of motion is to go to the next Council meeting or next appropriate committee meeting. However the CEO, in setting the agendas, may determine that the notice of motion is best dealt with by another Council or committee meeting.

Where a Councillor who has given notice of a motion is absent from the meeting at which the motion is to be considered, the motion may be:

- (a) Moved by another Councillor at the meeting; or
- (b) Deferred to the next appropriate meeting.

Notice of motions must:

- (a) Be framed as succinctly as possible;
- (b) Not include argument or discussion or excessive background material;
- (c) Be relevant to the good order of the business of the Council; and
- (d) Not be an action that could be dealt with in operational procedures.

5.10 Questions on Notice

The questions on notice from a Councillor are published in the agenda of the appropriate meeting providing such questions are received by the CEO in time for the publishing of the agenda.

Questions on notice must:

- (a) Be framed as succinctly as possible;
- (b) Not include argument or discussion or excessive background material;
- (c) Be relevant to the good order of the business of the Council; and
- (d) Not be a question that could be answered under operational procedures.

Councillors may ask questions without notice where a genuine urgency exists, and the matter is not included in the agenda.

5.11 Urgent Business/Questions

A provision in the agenda for Councillors to raise questions or matters of a genuinely urgent or emergent nature that are not a change to Council policy and cannot be delayed until the next scheduled meeting.

5.12 Closed Meetings

Council may resolve that a meeting or part of a meeting be closed to the public if its Councillors consider it necessary to discuss any of the following matters:

- (a) The appointment, dismissal or discipline of the CEO;
- (b) Industrial matters affecting employees;
- (c) Council's Budget;
- (d) Rating concessions;
- (e) Legal advice obtained by Council, including legal proceedings that may be taken by or against Council;
- (f) Matters that may directly affect the health and safety of an individual or group of individuals;
- (g) Negotiations relating to a commercial matter involving the Council for which a public discussion could prejudice the interests of the Council;

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(h) Negotiations relating to the taking of land by Council under the *Acquisition of Land Act 1967*; and/or

(i) A matter that the Council is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State;

~~(j)~~ A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the Council under the Act chapter 5A, part 3, division 5.

A meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the meeting must decide whether the Councillor has a prescribed or declarable conflict of interest in the matter.

Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and the Council must resolve to:

- (a) Delegate the matter, unless the matter cannot be delegated;
- (b) ~~Decide by resolution to d~~Defer to a later meeting; or
- (c) ~~Decide by resolution to t~~Take no further action on the matter unless the Act or another Act provides that Council must decide the matter.

None of the above are considered, discussed, voted on or made during a closed session.

If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the Act).

To take a matter into a closed session the Council must abide by the following:

- (a) Pass a resolution to close the meeting;
- (b) The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
- (c) If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why ~~it the Councillors at the meeting may consider it is deemed~~ necessary to take the issue into closed session must be stated; and
- (d) Not make a resolution while in a closed meeting (other than a procedural resolution).

6 Procedures for Making Determinations

6.1 Motions

A motion is not debated at a meeting until the motion is seconded (with the exception of procedural motions which are not debated at all).

A motion (other than a procedural motion relating to a point of order or a Mayoral Minute) that is not seconded, lapses for want of a seconder.

A Councillor who moves a motion may speak, with the permission of the chairperson, for the purpose of explaining the purport of that motion before it is seconded.

When a motion has been moved and seconded, it is subject to the control of the Council and may not be withdrawn without the consent of the Council.

Only one motion may be put at any one time.

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6.2 Amendment to a Motion

A Councillor may move an amendment to any motion provided it does not change the original motion so substantially as to defeat its purpose.

Where an amendment to a motion is put before a meeting, no other amendment to the motion is considered until after the first amendment has been determined.

A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.

If an amendment is carried it becomes the motion.

If an amendment has been rejected, a further amendment can be moved, and so on, but no more than one motion and one proposed amendment can be before the Council at any one time.

Where a motion is amended by another motion and determined, the original motion is not put as a subsequent motion to amend the substantive motion.

6.3 Alternative or Foreshadowed Motions

During debate on a motion, a member may indicate an alternative or foreshadowed motion that the member intends to move after the motion under consideration has been dealt with.

Alternative motions can only be put to a vote if the original motion is lost.

6.4 Withdrawal of a Motion

If a motion has been moved and seconded, the mover of the motion may elect to withdraw the motion:

- (a) Before the motion is voted on; or
- (b) Before an amendment to the motion is moved and seconded.

If a modification to a motion is accepted by the Councillors who have moved and seconded a motion, the original motion is deemed to be withdrawn and the motion, as accepted, becomes the motion.

Once an amended motion has been moved and seconded and becomes the motion, the mover of that motion may elect to withdraw the motion before the motion is resolved.

6.5 Speaking to Motions and Amendments

The mover of a motion or amendment may read and state that it is moved but does not speak to it until the motion is seconded.

A Councillor may request from the chairperson for further information before or after the motion or amendment is seconded.

The order of speakers is:

- (a) The Councillor moving the motion;
- (b) Councillors alternatively against and for the motion;
- (c) Once alternative speakers are exhausted, as determined by the chairperson;
- (d) The mover of the motion has the final right of reply, provided there has been a speaker against the motion or amendment; and
- (e) The mover of an amendment motion will have no right of reply.

In the event that an amendment is passed, the Councillor who moved the original motion has a right of reply to the amended motion.

Once the right of reply has been exercised on a motion, debate on the motion is closed.

If a motion or amendment has been withdrawn by the mover, a Councillor does not speak to that motion or amendment. If an alternative motion is moved and seconded, only that alternative motion may be debated once moved and seconded.

Each speaker, including when exercising a right of reply, is restricted to not more than three minutes and speaks directly to the motion.

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Any extension of time for a Councillor to speak is only granted by a resolution and any extension is for a period of not more than three minutes.

When two or more Councillors indicate to speak at the same time, the chairperson determines who speaks first.

In accordance with section 254H of the Regulation, if a decision made at a meeting is inconsistent with a recommendation or advice given to the Council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

6.6 Method of Taking Vote

Before any matter is put to the vote, the chairperson may direct the motion or amendment to be read again by the CEO or employee who is taking the minutes of the meeting.

Councillors vote by a show of hands.

A Councillor may call for a division on an item. If a division is called, the minutes record the names of Councillors and how they voted.

The chairperson declares the result of a vote as soon as it is determined.

The minutes of the meeting records the vote. A Councillor may request that their name be recorded for or against the vote.

Except upon a motion to rescind or alter it, the resolution is not discussed after the vote on it has been declared.

6.7 Seriatim

When a motion consists of more than one statement, action or concept, a Councillor may request for the statement, actions or concepts be put seriatim.

If it is intended to debate a motion seriatim, then the request must be made immediately after the motion has been put and seconded.

If it is intended only to vote on a motion seriatim, then the request must be made prior to the mover of the motion exercising a right of reply.

6.8 Notice to Rescind or Repeal Previous Resolutions

A resolution can only be rescinded or repealed if it has not been acted upon.

If a Councillor wishes to rescind or repeal a resolution, a notice of intention to move an alternative motion must be provided to each Councillor within the Regulation timeframes, at least five days before the meeting.

Where there is no objection to a motion to rescind or repeal a previous resolution, the chairperson may put the motion to the vote without discussion.

If the motion to rescind or repeal a previous resolution is carried, an alternative motion may be moved and seconded for discussion and voting thereon.

Where a motion to rescind or repeal a previous resolution is lost, a motion of the same or like effect is not moved until at least three months after the date on which the first mentioned motion to rescind was lost unless the Council, by resolution, decides otherwise.

7 Procedural Motions

A Councillor may, during the debate of a matter at the meeting, move any of the procedural motions listed.

A procedural motion will not be debated and will be immediately put to the vote by the chairperson.

Where a procedural motion is carried the chairperson will immediately put the motion or amendment under consideration.

Where a procedural motion is lost, debate on the motion or amendment to that motion may continue.

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Where a procedural motion is lost, the chairperson does not accept a similar motion until the expiration of 15 minutes after the time the motion was lost.

7.1 That the Motion be Now Put

This procedural motion may be moved without notice and without comment, at the conclusion of the speech of any member, to the motion or amendment before the meeting, to bring on the finalisation of a motion.

Before the procedural motion can be put, the chairperson ensures the opportunity has been given for at least one speaker to be heard for the motion or amendment under consideration and at least one speaker to be heard against the motion or amendment.

A mover, seconder or speaker to the original motion or amendment to the motion, cannot move a procedural motion that the motion be put.

7.2 That the Speaker No Longer Be Heard

Where this procedural motion is carried, the member against whom the motion was moved must cease speaking and be seated.

7.3 That the Debate be Adjourned

A procedural motion “that the debate on the motion and/or amendment be adjourned” specifies a time or date to which the debate is to be adjourned.

A procedural motion may not adjourn debate for a period more than two months after the date of that procedural motion.

Where no time or date is specified in the procedural motion:

- (a) A further motion may be moved to specify such a time or date; or
- (b) The matter about which the debate is to be adjourned is included in the agenda for the next meeting.

7.4 That the Meeting Proceed to the Next Item of Business

Where this procedural motion is carried, debate on the matter being considered ceases and the motion is deemed to have lapsed.

7.5 That the Matter Lay on the Table/Be Lifted from the Table

A procedural motion “that the matter lay on the table” is only moved where the chairperson or a Councillor requires additional information on the matter, or the result of some other action of the Council or person is required, before the matter may be concluded at the meeting.

If the motion to lay the matter on the table is lost, debate continues and the “tabling motion” cannot be moved again in respect to that substantive motion.

If the motion to lay the matter on the table is moved and carried whilst an amendment is before the chair, both the motion and the amendment are laid on the table.

If the motion is carried, the matter is unable to be dealt with until a procedural motion “that the matter be lifted from the table and dealt with” is carried. This may be moved at the meeting at which the procedural motion to lay the matter on the table was carried or at any later meeting and placed in the order of business determined by Council at that meeting.

Matters laid on a committee table can only be lifted from that committee table by the same committee or the Council meeting.

Once the matter is returned to the table, all members, whether or not they have previously spoken, have the right to speak.

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7.6 That the Matter be Referred to a Committee

If a procedural motion “that the matter be referred to a committee” is carried, debate on the matter ceases and the next matter on the agenda proceeds.

Any Councillor may move to amend the procedural motion in order to specify or clarify the terms of reference under which the matter is referred or the composition or identity of the committee to which the matter is to be referred.

7.7 That this Report/Document be Tabled

This motion may be used by a Councillor to introduce a report or other document to the meeting. Once the document is tabled, it ceases to be a confidential document and forms part of the minutes, unless otherwise resolved.

The only motion moved following tabling is that the report/document:

- (a) Be received and referred to a committee or an employee for consideration and report back to the meeting; or
- (b) Not be received.

7.8 That a Provision of These Meeting Procedures be Suspended for a Specified Period

A procedural motion “that a provision of these meeting procedures be suspended for a specified period” may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule.

A procedural motion to suspend a provision specifies the reason and duration of such a suspension.

At the conclusion of the specified period, a procedural motion “to resume a provision of these meeting procedures” are made to reinstate all provisions of the meeting procedures to the meeting.

7.9 That the Meeting Be Adjourned/Resumed

A Councillor present at a meeting may at any time move a procedural motion “that the meeting be adjourned”. The procedural motion must specify a time for the resumption of the meeting and, on resumption, continues with the business before the meeting at the point where it was discontinued on the adjournment.

At the conclusion of the specified period, a procedural motion “that the meeting be resumed” be made.

7.10 That the Chairperson’s Ruling be Dissented From

A Councillor may move “a motion of dissent” in relation to a ruling of the chairperson.

Where such a motion is moved, further consideration of any matter is suspended until after the motion of dissent is determined.

Only the mover of the motion of dissent and the chairperson speaks to the motion. The mover of the motion and the chairperson speaks only once to the motion with the mover speaking first and the chairperson second.

Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made proceeds as though that ruling had not been made.

Where, as a result of that ruling, a matter was discharged as out of order, it is restored to the agenda and dealt with in the normal course of business.

Where a motion of dissent is not carried, the ruling of the chairperson stands.

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8 Attendance at Meetings

8.1 Chairperson

The Mayor (or at the request or in the absence of the Mayor, the Deputy Mayor) presides at Council and Committee meetings.

If the Mayor and Deputy Mayor are absent from a meeting, a Councillor may be elected to the chair by the Councillors present at the meeting.

8.2 Quorum

Business must not be conducted at a meeting unless a quorum is present in accordance with the Regulation.

A Councillor is not deemed to be present at any meeting unless the Councillor is inside the meeting room or has been granted approval to take part in a meeting by teleconferencing.

The chairperson is to be advised if a Councillor is unable to attend a meeting no later than 24 hours prior to the meeting, unless extenuating circumstances apply.

8.3 Leave of Absence from Meetings

Councillors must seek a leave of absence from a meeting where a Councillor cannot attend a meeting for private or business purposes. Leave is granted at the discretion of the Council. The CEO may approve a leave of absence when the Councillor is required to travel for Councillor business and a report to Council is not necessary.

A leave of absence may be granted prior to the meeting or at the meeting itself. An application does not need to be made in person, and as a result, Council may grant such leave while a Councillor is absent.

Where a Councillor needs to seek leave from more than a single meeting, such applications are to be made in writing to the CEO specifying the dates of the meeting/s leave is being applied for.

Where a Councillor intends to attend a meeting when leave has been granted by the Council, two day's written notice is provided to the CEO. This notice nullifies any future leave previously approved.

If a Councillor attends a meeting, for which leave has been granted previously, any future absence requires additional leave to be granted, regardless if the original leave covered any future meetings.

A leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for a Councillor to attend a conference or event.

Where Councillors are appointed by the Council as a Council representative on a committee or association, a leave of absence is automatically granted for any events or travel associated with the Councillor's fulfilment of that role. Should there be a lack of quorum at a meeting due to the Councillor attending an activity, the CEO will refer the approval for a leave of absence to the Council table.

8.4 Absence from Meetings

A request by a Councillor for an apology for not attending a meeting is recorded in the minutes. However, for the purpose of annual reporting, the Councillor is not considered as having attended the meeting. (An apology is not considered a leave of absence request.)

Where a Councillor is absent from a meeting without an approved leave of absence or submitted apology, the Councillor is not listed in the attendance section of the meeting minutes.

In the event that a Councillor leaves the meeting place for the duration of the discussion of that item, the time of the absence is recorded in the minutes.

8.5 Employee Attendance

Before entering into discussion on any matter, a meeting may call on the relevant general manager and/or the general manager's nominee to be present at the discussion.

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8.6 Attendance of Public and Media at Meetings

Reasonable accommodation and facilities to report proceedings is provided within the meeting places of the meeting for representatives of the press, radio and television.

Copies of the meeting agenda, excluding confidential items, are made available to the representatives of the press, radio and television. Reasonable access is allowed to the representatives to correspondence and reports laid on the table or submitted to the meeting, however, access will be withheld where the Council by resolution decides on the grounds that publication may prejudice the Council's interests.

Part of the meeting place is made available for the accommodation of the public, and such number of public as can reasonably be accommodated are permitted to attend at every meeting, except during a closed session.

~~When a meeting proposes to close a meeting in accordance with section 254J of the Regulation, the chairperson directs all persons, other than Council or Committee members, to leave the meeting and every person will immediately comply with the direction.~~

8.7 Public Participation at Meetings

Except when invited to do so by the chairperson, a member of the public will not take or attempt to take part in the proceedings of a meeting.

During a debate on a motion, the chairperson may invite submissions, comments or questions from members of the public.

Any person addressing a meeting will stand, act and speak with decorum and frame any remarks in respectful and courteous language.

The meeting may, as a mark of distinction, admit a non-member to a part of the meeting place normally reserved for Councillors during the conduct of a meeting to participate in the discussion of a particular item of business, on conditions decided by the meeting.

8.8 Teleconferencing

The Council has delegated to the CEO under section 254K of the Regulation the power to allow a person to take part in a meeting by teleconferencing.

A Councillor or committee member who takes part in a local government meeting by teleconferencing is taken to be present at that meeting if the Councillor or member was simultaneously in audio contact with each other person at the meeting.

Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

9 Conduct at Meetings

9.1 Councillor Conduct

After a meeting has been formally constituted and the business commenced, a Councillor does not enter or leave the meeting without first notifying the chairperson.

During a meeting, unless exempted by the chairperson, Councillors address the chairperson while:

- (a) Moving any motion or amendment;
- (b) Seconding any motion or amendment;
- (c) Taking part in any discussion;
- (d) Replying to any question; or
- (e) Addressing the Council for any other purpose.

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Councillors, during a meeting, address:

- (a) Other Councillors by their respective titles, "Mayor" or "Councillor"; and
- (b) Employees by designating them by their name or position title.

Councillors confine their remarks to the matter under consideration.

Councillors remain seated and silent while a vote is being taken.

Councillors act with due decorum during meetings to ensure the meeting is conducted in an efficient and effective manner. Councillors do not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the meeting.

The chairperson may specify orally or in writing appropriate standards of decorum which are observed by all Councillors and other persons attending a meeting.

Councillors do not make personal reflections on or impute improper motives to other Councillors, employees or members of the public.

A Councillor who is speaking are not to be interrupted except upon a point of order being raised by either the chairperson or another Councillor.

When the chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak, immediately ceases speaking and resumes their seat, and each Councillor present preserves strict silence so the chairperson may be heard without interruption.

The chairperson may:

- (a) Call the attention of the meeting to continued irrelevance or tedious repetition on the part of any Councillor; and
- (b) Direct a Councillor to discontinue a speech.

The use of mobile phones in the meeting place or other meeting places is not permitted.

9.2 Points of Order

A Councillor may ask the chairperson to decide on a 'point of order' where it is believed that:

- (a) Another Councillor has failed to comply with proper meeting procedures;
- (b) A matter before the Council is in contravention of the Act or the Regulation or any other relevant State or Federal Legislation; or
- (c) A matter before the Council is beyond the Council's jurisdiction.

Points of order do not require a seconder, and cannot be used as a means of contradicting a statement made by the Councillor speaking.

Where a 'point of order' is moved, further consideration of any matter is suspended until after the point of order is determined.

Upon a question of order arising during the process of a debate, a Councillor may rise to a point of order, and thereupon the Councillor against whom the point of order is raised, will immediately cease speaking and be seated when the point of order is submitted.

The chairperson will determine whether the point of order is upheld.

Despite anything contained in these meeting procedures or the Regulation to the contrary, all questions of order at any time arising will, until decided, suspend the consideration and decision of every other question.

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9.3 Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a meeting and contravenes a behavioural standard of the Code of Conduct for Councillors in Queensland. When dealing with an instance of unsuitable meeting conduct by a Councillor ~~in a meeting~~, the following procedures must be followed:

- (a) The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- (b) If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson must may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, refer to (g) for the steps to be taken.
- (c) If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the Councillor take remedial actions such as:
 - (i) Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - (ii) Apologising for their conduct; or
 - (iii) Withdrawing their comments.
- (d) If the Councillor complies with the chairperson’s request for remedial action, no further action is required.
- (e) If the Councillor fails to comply with the chairperson’s request for remedial action, the chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.
- (f) If the Councillor complies with the chairperson’s warning and request for remedial action, no further action is required.
- (g) If the Councillor still continues to fail to comply with the chairperson’s request for remedial actions or the chairperson decided a warning was not appropriate under (e), the chairperson may make one or more of the orders below:
 - (i) An order reprimanding the Councillor for the conduct; or
 - (ii) An order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- (h) If the Councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed.
- (i) Following the completion of the meeting, the chairperson must ensure:
 - (i) Details of any order issued is recorded in the minutes of the meeting;
 - (ii) If it is the third or more order within a 12 month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Council and treated as inappropriate a breach in accordance with the Act; and
 - (iii) The CEO is advised to ensure details of any order made is updated in the Councillor Conduct Register in accordance with the Act.
- (j) Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts ~~(e)~~, ~~(c)~~, (g) and (h) above.

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9.4 Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

~~Chairpersons of a meeting are carrying out a statutory responsibility under the Act to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor to be dealt with. However, breaches of trust don't arise because Councillors disagree with the chairperson's decision or ruling during the meeting. If a Councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the Councillor may raise the matter in the meeting by point of order.~~

~~The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the Councillor may move a motion that the Chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.~~

~~The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the declarable conflict of interest procedures set out below.~~

~~For the debate and vote on the motion, a Councillor other than the Councillor that moved the motion, is to act as the chairperson.~~

~~If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible Councillors, the chairperson can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible Councillors.~~

~~The acting chairperson of the meeting will preside over the meeting while the Councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).~~

~~If it is decided that the chairperson has engaged in unsuitable meeting conduct the Councillors can make an order reprimanding the chairperson for the conduct.~~

~~Once the Councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.~~

~~The chairperson then resumes the role of chairperson, and the meeting continues.~~

~~Details of any reprimand order must be recorded in the minutes of the meeting. The CEO is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register.~~

~~For conduct of a chairperson, at meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.~~

~~If the conduct of a Councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the Act, and is a conduct breach under section 150K(2)(b) and (3) of the Act, Council is not required to notify the assessor about the conduct; and may deal with the conduct under section 150AG of the Act as if an investigation had been conducted. It may be dealt with at the next meeting.~~

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9.49.5 Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of a prescribed conflict of interest on matters to be discussed at a meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- (a) A Councillor who has notified the CEO of a prescribed conflict of interest in a matter to be discussed in a meeting must also give notice during the meeting.
- (b) A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a meeting must immediately inform the meeting of the conflict of interest.
- (c) When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:
 - (i) If it arises because of a gift, loan or contract, the value of the gift, loan or contract;
 - (ii) If it arises because of an application or submission, the subject of the application or submission;
 - (iii) The name of any entity, other than the Councillor, that has an interest in the matter;
 - (iv) The nature of the Councillor's relationship with the entity mentioned in paragraph 9.5(c)(iii) that has an interest in the matter; and/or
 - (v) Details of the Councillor's and any other entity's interest in the matter.
- (d) The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.
- (e) Once the Councillor has left the area where the meeting is being conducted, Council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a Councillor other than the subject Councillor, then the Councillor must disclose their belief or suspicion to the Chairperson and the processes, duty to report another Councillor's conflict of interest under section 150EW of the Act, will apply. If more than one Councillor is reported by another Councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each Councillor individually. If the Councillor with the suspected declarable conflict of interest considers there is no conflict of interest, then the eligible Councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject Councillor has a prescribed conflict of interest under section 150EX(2) of the Act applies.

9.59.6 Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at meetings that might lead to a decision that is contrary to the public interest (other than interests prescribed under section 150EO of the Act and ordinary business matters prescribed under section 150EF of the Act).

The following processes must be undertaken:

- (a) A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the Councillor may disclose their suspicion and the processes under section 150EW of the Act apply. If more than one Councillor is reported by another Councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with each Councillor individually. The eligible Councillors must then make a decision under section 150EX(2) of the Act.

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- (b) When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:
- (i) A Councillor who has notified the CEO of a declarable conflict of interest in a matter to be discussed at a meeting must also give notice during the meeting.
 - (ii) A Councillor who first becomes aware of a declarable conflict of interest in a matter during a meeting must inform the meeting of the conflict of interest.
- (c) When notifying the meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
- (i) The nature of the declarable conflict of interest; and
 - (ii) If it arises because of the Councillor's relationship with a related party:
 - (A) The name of the related party to the Councillor;
 - (B) The nature of the relationship of the related party to the Councillor; and
 - (C) The nature of the related party's interests in the matter.
 - (iii) If it arises because of a gift or loan from another person to the Councillor or a related party:
 - (A) The name of the other person;
 - (B) The nature of the relationship of the other person to the Councillor or related party;
 - (C) The nature of the other person's interests in the matter; and
 - (D) The value of the gift or loan, and the date the gift was given or loan was made.
- (d) After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- (e) If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision.
- (f) The other Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the ~~non-conflicted-eligible~~ Councillors. The ~~non-conflicted-eligible~~ Councillors may impose conditions on the Councillor under a decision to either participate or leave the meeting, for example, they may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the ~~non-conflicted-eligible~~ Councillors. The Councillor must not participate in the decision unless authorised in compliance with section 150ES of the Act or under an approval by the Minister for Local Government under section 150EV of the Act.
- (g) In deciding on whether a Councillor may participate in a decision about a matter in which the Councillor has a declarable conflict of interest, only Councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the Act.
- (h) The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other Councillors in making their decision. The subject Councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the Councillor may remain in the meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.

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- (i) When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the ~~other-eligible~~ Councillors should consider the circumstances of the matter including, but not limited to:
 - (i) How does the inclusion of the Councillor in the deliberation affect the public trust;
 - (ii) How close or remote is the Councillor’s relationship to the related party;
 - (iii) If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
 - (iv) Will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them;
 - (v) How does the benefit or detriment the subject Councillor stands to receive compared to others in the community;
 - (vi) How does this compare with similar matters that Council has decided and have other Councillors with the same or similar interests decided to leave the meeting; and
 - (vii) Whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- (j) If the ~~non-conflicted~~~~eligible~~ Councillors cannot decide about the Councillor’s participation in the meeting with a declarable conflict of interest of ~~a Councillor~~, they are taken to have decided that the Councillor must leave and stay away from the meeting while the ~~eligible~~~~non-conflicted~~ Councillors discuss and vote on the matter.
- (k) A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the Councillor’s personal interests and/or the nature of the matter being discussed. If the ~~eligible non-conflicted~~ Councillors decide by resolution that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a ~~Council~~ meeting about the same matter for example briefing sessions or workshops.
- (l) In making the decision about the Councillor’s conflict of interest in a matter under paragraph 9-5(f) and 9-5(i), it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- (m) A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the Act.

9.69.7 Reporting of Suspected Conflict of Interest

If a Councillor at a meeting reasonably believes or suspects that another Councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion. If more than one Councillor is reported by another Councillor to have suspected personal interest in a matter, the meeting must deal with each Councillor individually.

The chairperson should ask the ~~relevant~~ Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above for prescribed and declarable conflicts of interest.

If the Councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

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The ~~eligible~~~~non-conflicted~~ Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above. If a Councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillor's participation.

~~If the Councillors cannot reach a majority decision then they are taken to have determined that the Councillor has a declarable conflict of interest.~~If the Councillors cannot reach a decision about the conflict of interest, or the subject Councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the Councillor must leave and stay away from the place where the meeting is being held while the eligible Councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged. If the eligible Councillors decide by resolution that the subject Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of the Council meeting about the same matter for example, workshops.

If the belief or suspicion of a conflict of interest relates to more than one Councillor, the above paragraphs in 9.7 must be complied with in relation to each Councillor separately.

9.79.8 Loss of Quorum

In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, ~~the Council~~all the Councillors including the conflicted Councillors must resolve to:

- (a) Delegate the consideration and decision on the matter, in accordance with section 257 of the Act unless the matter cannot be delegated;
- (b) Defer the matter to a later meeting; or
- (c) Not to decide the matter and take no further action in relation to the matter unless the Act or another Act provides that the Council must decide the matter.

~~All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.~~

The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

The Council may only delegate a power to make a decision about a Councillors conduct under section 150AEA or 150AG of the Act in accordance with section 257(2) of the Act, to:

- (a) The Mayor; or
- (b) A standing committee,

~~(d)~~(c) If it is a decision about the conduct of the Mayor, the decision must be delegated to a standing committee.

The Minister for Local Government may, by signed notice give approval for a conflicted Councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding~~if the matter cannot be delegated under an Act, the Council should seek ministerial approval for the Councillors to be able to consider and vote on the matter,~~ subject to any conditions the Minister for Local Government may impose.

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9.89.9 Recording Prescribed and Declarable Conflicts of Interest

When a Councillor informs the meeting that they or another Councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- (a) The name of any Councillor and any other Councillor who may have a prescribed or declarable conflict of interest;
- (b) The particulars of the prescribed or declarable conflict of interest provided by the Councillor;
- (c) The actions taken by a Councillor after informing the meeting that they have, or they reasonably suspect another Councillor has a prescribed or declarable conflict of interest;
- (d) Any decision then made by the eligible Councillors;
- (e) Whether the Councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval;
- (f) The Council's decision on what actions the Councillor with a declarable conflict of interest must take and the reasons for the decision;
- (g) The name of each eligible Councillor who voted on the matter and how each voted. The eligible Councillors includes a Councillor who has either been granted approval by the Minister or their fellow Councillors to participate and vote on a matter (ie. all Councillors who were entitled to vote on the matter);

If the Councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a Councillor's personal interest by someone other than the Councillor, the name of each Councillor who voted in relation to whether the Councillor has a declarable conflict of interest, and how each of the Councillors voted. ~~;~~ **and**

Where a decision has been made under paragraph 9.6(f) of this policy, the minutes must include the decision and reasons for the decision, and the name of each eligible Councillor who voted and how each eligible Councillor voted.

9.99.10 Maintenance of Good Orders at Meetings

In accordance with *Local Law No. 1 (Administration) 2011*, a person who is not a member of the Council or a Committee must not obstruct the proper conduct of a meeting of the Council or Committee.

If a person (other than a member) obstructs the proper conduct of a meeting, the chairperson may give the person a warning. If the chairperson reasonably believes that the person may continue to interrupt or obstruct the proper conduct of the meeting, the chairperson may ask the person to leave the meeting place.

A person failing to comply with a direction to leave the meeting place may be removed from the meeting place using reasonable necessary force. For the purpose of effecting the removal, the chairperson may call upon the assistance of a member of the Police Service.

The use of mobile phones in the area set aside for the representatives of the press, radio and television and the public in the meeting place or other meeting places is not permitted.

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10 Meeting Process for Dealing with a Suspected inappropriate Conduct Breach including those that have which has been Referred to Council by the Independent Assessor

~~Under chapter 5A, part 3, division 3A of the Act, the Independent Assessor must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the Independent Assessor assesses that a matter is a suspected conduct breach it must refer the matter to Council. The assessor refers the Councillor's suspected conduct breach to Council by giving a referral notice.~~

~~In accordance with Chapter 5A, Division 5 of the Act (Referral of conduct to local government) a referral from the Independent Assessor of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 9.3(i)(ii) of this policy.~~

~~In relation to matters referred by the Independent Assessor to Council, Council may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the Councillor vacates or has vacated their office as a Councillor.~~

~~Council's investigation must be conducted in a way that is consistent with Council's Councillor Investigation Policy. An investigation report must be prepared to assist the Councillors in deciding on the outcome under section 150AG of the Act. Before debating a matter to decide on an outcome, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the Act on or before the day and time prescribed by the Regulation.~~

~~In either case, Council must complete an investigation into the alleged conduct:~~

- ~~(a) Consistent with any recommendations from the Independent Assessor; and~~
- ~~(b) Consistent with the Councillor Investigation Policy; or~~
- ~~(c) In another way decided by resolution of the Council.~~

~~After the completion of the investigation, the Council must decide in a Council meeting whether the Councillor has engaged in inappropriate a conduct breach, unless it has delegated responsibility for this decision under section 257 of the Act to the Mayor or to a standing committee.~~

~~When dealing with an instance of a suspected inappropriate conduct breach which has been referred to Council by the Independent Assessor:~~

~~(a) The Council must ~~beact in a manner~~ consistent with the local government principle of transparent and accountable decision making in the public interest, by ~~dealing deciding the outcome of an investigation of a~~with suspected inappropriate conduct breach in an open meeting of the Council. However, where the matter ~~requires debate the Council may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may~~ resolve to go into closed session under section 254J of the Regulation to discuss the ~~allegation~~an investigation report. ~~No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.~~~~

~~(a)(b) Where the Council makes a decision about a conduct breach matter at a meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting in accordance with section 254H of the Regulation.~~

~~(b)(c) The subject Councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible Councillors at the meeting can decide by resolution that the subject Councillor and is permitted by the Council to ~~may~~ remain in the meeting (unless they decide otherwise), during the debate about the investigation report whether the Councillor engaged in the inappropriate conduct and ~~may~~ answer questions put to the subject Councillor through the Chairperson in relation to the evidence or written submission provided by the Councillor to the Council ~~to assist the other Councillors in making a decision.~~~~

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- ~~(d)~~ The subject Councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the Councillor is found to have engaged in a conduct breach.
- ~~(e)~~ The permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.
- ~~(e)~~ Should ~~If~~ the complainant ~~be~~ is a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in paragraph 9.56. If the complainant Councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible Councillors (do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest under paragraph 9.56. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- ~~(f)~~ After making a decision under section 150AG of the Act, the Council must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a Councillor or the CEO of the Council if they were complainants, and any Councillor who declared a conflict of interest in the matter.
- ~~(g)~~ The Council must debate the issue and decide whether the subject Councillor engaged in inappropriate conduct. ~~If~~ the Council has lost quorum due to the number of conflicted Councillors or another reason, the Council must do one of the following:
 - ~~(iii)~~ matter must be d ~~Delegate deciding the matter consistent with~~ under section 257 of the Act to the Mayor or a standing committee; or
 - ~~(iv)~~ Decide, by resolution, to D ~~deferred the matter to another date when a quorum will be present~~ a later meeting; or
 - ~~(v)~~ Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless the Act or another Act provides that the Council must decide the matter.
- ~~(d)~~ (h) Council cannot decide to take no further action on a decision about a conduct matter because a decision is required under the Act. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted Councillors may apply to the Minister for permission to participate in the decision.
- ~~(e)~~ (i) If it is a dec ~~isions is reached~~ that the subject Councillor has engaged in inappropriate a ~~conduct breach~~, then the Councillors must decide what penalty or penalties from the orders detailed in paragraph 10(i), if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous inappropriate ~~conduct~~ breach of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.
- ~~(f)~~ (i) The Council may order that no action be taken against the Councillor or make one or more of the following:
 - ~~(i)~~ An order that the Councillor make a public ~~admission~~ apology, in the way decided by the Council ~~that the Councillor has engaged in inappropriate conduct;~~
 - ~~(ii)~~ An order reprimanding the Councillor for the conduct breach;
 - ~~(iii)~~ An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
 - ~~(iv)~~ An order that the Councillor be excluded from a stated meeting;

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- (v) An order that the Councillor is removed, or must resign, from a position representing the ~~local government Council~~, other than the office of Councillor, for example, that the Councillor is ordered to resign from an appointment representing the ~~local government Council~~ on a state board or committee;
- (vi) An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct; and/or
- (vii) An order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's ~~inappropriate~~ conduct breach.

A local government may not make an order ~~under paragraph 10(f)(iii), (iv), (v) and (vi)~~ in relation to a person who ~~is no longer has vacated their office as~~ a Councillor.

The subject Councillor, and where relevant, the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.

The chairperson must ensure the meeting minutes reflect the resolution and any orders made. A notice must be given to the Independent Assessor as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

11 Record of Meetings

11.1 Confirmation of Minutes

The minutes of a meeting must be compliant with the requirements of the Regulation.

The minutes of a meeting, not previously confirmed, are taken into consideration at the next meeting of the relevant meeting, so they can be confirmed.

The minutes of the final committee meetings for the term of Council must be confirmed at the final Council meeting in the Council term.

The minutes of the final Council meeting for the term of Council must be confirmed at the first Council meeting for the new term.

No discussion is permitted on the minutes except to confirm or correct their accuracy as a record of proceedings. If the Council needs to make a correction to the confirmed minutes, that can be done by passing a rescinding motion or a new motion that states what the correction is, but the original minutes remain as they are recorded.

11.2 Live Streaming, Audio and Video Recording of Meetings

Council may direct that live streaming of meetings occur for members of the public to view the meeting without physically attending. ~~Due to social distancing requirements implemented for COVID-19, it is not possible for members of the public to physically attend due to COVID-19.~~ Archival access of these meetings will be available through Council's chosen streaming/hosting provider. Confidential items will not be live streamed. Council also retains a copy of the live streamed meeting for a period of seven years after confirmation of the minutes of the meeting in accordance with the *Public Records Act 2002*.

Council may also direct that an audio or video recording of a meeting be made for the purpose of verifying the accuracy of the minutes of the meeting. An audio or video recording made in accordance with this direction:

- (a) May only be used for the purpose of verifying the accuracy of the minutes of the meeting; and
- (b) Must be retained until the business action is completed after confirmation of the minutes of the meeting in accordance with the *Public Records Act 2002*.

12 Exclusions

Any provision of this policy may be suspended by resolution of any meeting.

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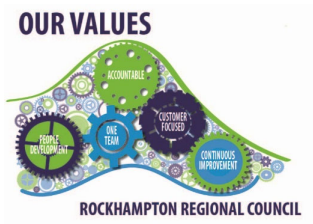
13 Review Timelines

This policy is reviewed when any of the following occur:

- (a) As required by legislation;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

14 Document Management

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



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Adopted/Approved:	<u>Adopted, 8 March 2022 DRAFT</u>	Department:	Office of the CEO
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REVIEWED COUNCIL POLICIES AND PROCEDURES

Draft Councillor Gifts Benefits and Hospitality Policy - Clean

Meeting Date: 28 May 2024

Attachment No: 7

COUNCILLOR GIFTS, BENEFITS AND HOSPITALITY POLICY

COUNCILLOR POLICY



1 Scope

This policy applies to Rockhampton Regional Council Councillors who may be offered or may receive gifts and/or benefits whilst undertaking their duties and/or while representing Council.

This policy does not apply to:

- (a) Political donations by prohibited donors as defined by the *Electoral Act 1992*;
- (b) Gifts as defined in the *Electoral Act 1992* or *Local Government Electoral Act 2011*; and
- (c) Gifts and/or benefits received from family members or personal friends in a purely personal capacity.

2 Purpose

The purpose of this policy is to:

- (a) Provide Councillors with guidance on appropriate actions to offers of a gift and/or benefit in connection with their duties while representing Council or otherwise related to their association with Council;
- (b) Provide Councillors with principles to consider when determining the appropriateness of accepting a gift and/or benefit;
- (c) Provide Councillors with a process to be followed where a gift and/or benefit is accepted;
- (d) Support Council's commitment to open and transparent governance; and
- (e) Minimise the risk of Councillors being exposed to an actual or perceived conflict of interest.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Electoral Act 1992

Local Government Act 2009

Local Government Electoral Act 2011

Local Government Regulation 2012

Public Sector Ethics Act 1994

Asset Disposal Policy

Code of Conduct for Councillors in Queensland

Community Assistance Program Policy

Entertainment and Hospitality Policy

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy

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Gift and Hospitality Register – Councillors
 Gift and Hospitality Declaration Form – Councillors
 Major Sponsorship Policy
 Register of Interests

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Conflict of Interest	Involves a conflict between your official duties and responsibilities in serving the public interest and your personal interests. A conflict of interest can arise from gaining personal advantage or avoiding personal losses. This includes advantages to relatives and friends.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
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> .
Gifts and/or Benefits	Something given voluntarily to show favour toward someone, honour an occasion, or make a gesture of assistance or goodwill, which is offered outside of normal contractual arrangements. This could include, but is not limited to the following examples: (a) Cash or the transfer of money (including items that may be converted to cash for example, vouchers, lottery tickets, scratch-it tickets); (b) Transfer of property of presentational or charitable nature or otherwise; (c) The provision or use of property, equipment or services free of charge, at a reduced rate, for a period of time or unspecified periods; (d) Loans of money, or equipment including provision of overdraft facilities (for example, credit card) or guarantor for a loan; (e) Intangible items that have no enduring value (for example, hospitality benefit/s and/or entertainment or perishable foodstuffs); (f) A prize, for example a lucky door prize; (g) The sale of property with a sale price below proper valuations; (h) Hospitality benefit/s includes entertainment and are generally received in the form of meals and beverages directly related to official Council business and/or fulfilling official duties in relation to the function and activities of Council. These benefits can also include (but are not limited to): travel, accommodation, tickets to school performances or local cultural events which are in support of local community organisations and Council business; (i) Artworks; and (j) Souvenirs.
Nominal Value	A face or estimated value that is equal to or less than \$500.
Official Council	Official business conducted on behalf of Council that should result in a benefit being

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Business	<p>achieved for the local government and/or local government Region (for example opening a school fete) and where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to:</p> <ul style="list-style-type: none"> (a) Official Council meetings, Councillor forums and workshops, (b) Meetings and engagements associated with Councillors who have been formally appointed to an external organisation; (c) Attendance at prescribed Local Government training/workshops and conferences; (d) Attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors in their capacity to undertake official duties; (e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a Councillor; (f) Attending meetings of community groups where invited to speak about Council programs or initiatives; (g) Attending private meetings with constituents about Council strategies, programs or initiatives; (h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities. <p>Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.</p>
PSA	Partner, spouse or associate.
Supplier	Any supplier/contractor/consultant supplying goods and/or services to Council.

5 Policy Statement

The requirements of this policy are in addition to the legislative obligations of Councillors with respect to individual register of interests as prescribed in the *Local Government Regulation 2012* and the legislative obligations of Councillors prescribed by the *Local Government Electoral Act 2011*.

The community expects Councillors to discharge their responsibilities impartially and with integrity. The acceptance of gifts and/or benefits outside of a controlled and transparent process risks creating negative perceptions.

In determining whether acceptance of a gift and/or benefit is appropriate, the two major considerations are the:

- (a) Intent in which the gift and/or benefit is given; and
- (b) Public perception of acceptance of the gift and/or benefit.

Consequently, it is not appropriate for Councillors to accept gifts and/or benefits that affect, or may be seen to affect, the performance of their official duties and responsibilities, or be seen to influence their decision-making.

Councillors must be mindful at all times of their obligation to maintain public confidence in the integrity of Council's administration and must be aware that acceptance of any gifts and/or benefits from an external party may, or may be seen to affect the performance of their official duties, or influence, or be seen to influence their decision-making or behaviour.

Councillors must not ask for, or encourage the giving of any form of gift and/or benefit in connection with the performance of their official duties or their association with Council.

Any gift and/or benefit accepted, regardless of monetary value, implies, or may imply, a relationship which may interfere with objectivity and independence.

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This policy sets out the principles that apply to the offer and acceptance of gifts and/or benefits.

5.1 Prohibited Gifts and/or Benefits

5.1.1 Soliciting Gifts and/or Benefits

Soliciting gifts and/or benefits is strictly prohibited under all circumstances.

If a Councillor becomes aware of a situation of soliciting gifts and/or benefits, they must report it to the CEO immediately.

The CEO is required to notify the Crime and Corruption Commission of any soliciting of gifts and/or benefits.

5.1.2 Bribery

Acceptance of money or any other gifts and/or benefits perceived as bribery is strictly prohibited in all cases and the offer must be reported immediately to the CEO.

The CEO is required to notify the Crime and Corruption Commission of any offer of money or other inducement as soon as practicable after the offer has been made.

5.1.3 Prizes

Promotional schemes offered in conjunction with official activities, such as instant scratch-it tickets or lucky door prizes won at official functions should not be accepted.

5.1.4 Gifts and/or Benefits from Suppliers or Tenderers

Any offers of gifts and/or benefits from a supplier or tenderer for Council business or services must be immediately reported to the CEO.

5.1.5 Cash

Cash or gifts and/or benefits that could be considered substitutes for cash, such as gift cards, betting accounts and vouchers should not be accepted under any circumstances.

5.2 Principles for Acceptance of Gifts and/or Benefits

Each type of gift and/or benefit carries a level of risk that should be considered when deciding whether it should be accepted or declined.

In determining whether acceptance of a gift and/or benefit is appropriate, the two major considerations are the:

- (a) Intent in which the gift and/or benefit is given; and
- (b) Public perception of acceptance of the gift and/or benefit.

As gifts and/or benefits can create obligations and expectations, if it can be considered in any way that the gift and/or benefit, irrespective of its value, is given with the intention of influencing or be seen as influencing a decision or action of the recipient, it must be declined.

Acceptance of a gift and/or benefit may be considered only if it complies with the following principles:

- (a) It does not influence, or have the potential or perceived potential to influence, in any way the integrity and impartiality of the recipient;
- (b) It does not, create a conflict of interest, or a perception of a conflict of interest;

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- (c) It does not affect the performance of the recipient's official duties, or be seen to influence the decision-making or behaviour of the recipient, such as but not limited to:
 - (i) Granting licences;
 - (ii) Inspecting and regulating businesses;
 - (iii) Giving approvals;
 - (iv) The provision of Council services;
 - (v) The provision of a Council grant; and
 - (vi) Awarding of contracts;
- (d) Council does not incur any costs;
- (e) It is offered openly; and
- (f) It must not involve money or anything easily converted to money such as shares.

5.2.1 Gifts and/or Benefits of Nominal Value

Provided it does not breach any part of this policy or any legislative requirement, where a Councillor is offered a gift and/or benefit of nominal value Council deems it reasonable for the recipient to accept and keep the gift and/or benefit.

This gift and/or benefit is not required to be recorded in the Gift and Hospitality Register – Councillors.

Any gift and/or benefit received by a Councillor as appreciation of a task or service carried out by a group of employees or Councillors should be shared with the members of that respective team.

The following gifts are considered low risk and may (subject to the principles outlined in paragraph 5.2) generally be accepted:

- (a) Gifts of nominal value made in gratitude for specific tasks or performance for example a small personal gift to a Councillor for speaking at an official function;
- (b) Low value corporate gifts made as a marketing/sponsor initiative for example mass produced mementoes at a professional development conference; and
- (c) Ceremonial/symbolic gifts from visiting organisations provided to Council as an organisation (as opposed to an individual Councillor) to be retained by Council for example plaque of appreciation or memento from place of origin.

If unsure, Councillors should decline offers of gifts and/or benefits courteously by explaining that acceptance would be against Council policy.

5.2.2 Gifts and/or Benefits with a Value Greater than \$500

Any gift and/or benefit received with a value greater than \$500 must be reported to the CEO. The gift and/or benefit will become the property of Council in first instance and will be dealt with by the CEO in an appropriate and transparent manner. For example:

- (a) Return the gift and/or benefit to the giver;
- (b) Dispose of the gift and/or benefit in accordance with the Asset Disposal Policy;
- (c) Donate the gift and/or benefit to a charitable or community facility; or
- (d) Ownership passed to Council allowing the gift and/or benefit to go on public display where appropriate.

Gifts and/or benefits with a value greater than \$500 must be entered in the Gift and Hospitality Register – Councillors.

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5.2.3 Cumulative Gifts and/or Benefits

Cumulative gifts and/or benefits received from the same giver which when combined exceeds the nominal value in a 12 month period must be entered individually in the Gift and Hospitality Register – Councillors.

Any gift and/or benefit received from the same giver which when combined exceeds \$500 in a 12 month period will become the property of Council in first instance and dealt with by the CEO in accordance with this policy.

5.2.4 Ceremonial, Historical or Cultural Significance Gifts

All ceremonial historical or cultural significant gifts, regardless of value, presented to a Councillor on behalf of Council or subject to a gift exchange will be the property of Council and must be passed to the CEO.

5.2.5 Complimentary Tickets to Performances and Events

It is recognised that Mayor and Councillors, as part of their role as elected representatives of Council and in recognition of the role they play in advocating for the Region, may be offered invitations/tickets to events.

Council contributes significant sponsorship (financial and in-kind) towards events held in the Region, on the basis of the benefits to the Region. Whilst Council's position is not to seek tickets as part of these arrangements, they may be offered from time to time. Complimentary tickets may also be offered without a sponsorship agreement.

Where the ticket optimises advocacy and/or networking benefit with other stakeholders, meets corporate objectives, supports community initiatives and/or raises the profile of the Region, it may be appropriate to accept such invitations.

Any acceptance of tickets, regardless of the value, must be entered in the Gift and Hospitality Register – Councillors in accordance with this policy.

If tickets are received that are not specifically addressed to a Councillor, the Mayor or CEO allocates to Councillors.

5.2.5.1 Attendance of Partners, Spouses and Associates

In instances where there is no cost to Council, PSA's of the Mayor and Councillors may attend upon approval by the Mayor or the CEO.

In all instances of attendance, a PSA of an official representative of Council are expected to act in a manner consistent with the Code of Conduct for Councillors in Queensland.

5.3 Gift and Hospitality Register

When gifts and/or benefits are received, it is important they are dealt with in a consistent and appropriate manner. Any Councillor who receives:

- (a) A gift and/or benefit over \$500, including cumulative gifts and/or benefits as detailed in paragraph 5.2.3; or
- (b) An invitation or offer of tickets,

is required to complete a Gift and Hospitality Declaration Form – Councillors and forward to the CEO within 21 days of receipt of the gift and/or benefit (or 21 days from the date of return to Australia if the gift and/or benefit was received overseas) for recording in the Gift and Hospitality Register – Councillors.

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The Gift and Hospitality Register – Councillors is maintained by the Office of the CEO and includes the following information:

- (a) The name of the recipient;
- (b) Date of the offer or date received;
- (c) Description of the gift and/or benefit;
- (d) Estimated value of the gift and/or benefit;
- (e) Details of the person and/or organisation offering the gift and/or benefit;
- (f) Details of any relationship between the Councillor or Council to the person and/or organisation offering the gift and/or benefit;
- (g) Details of any other gift and/or benefit received from the same person and/or organisation in the previous 12 month period;
- (h) Information on how the gift and/or benefit was dealt with; and
- (i) For gifts and/or benefits with a value greater than \$500 or those which cumulatively exceed \$500 as detailed in paragraph 5.2.3, the decision by the CEO regarding the manner in which the gift is to be dealt with.

Whilst not required under this policy, a Councillor may record the acceptance of a gift and/or benefit estimated below the nominal value thresholds on the Gift and Hospitality Register – Councillors should they wish to do so.

Offers of gifts and/or benefits that are not accepted may also be entered on the Gift and Hospitality Register – Councillors for transparency and recording keeping purposes.

5.4 Gifts that are Unable to be Refused or Returned

5.4.1 Authorisation to CEO

Where a gift and/or benefit is considered inappropriate to accept but is unable to be refused or returned becomes the property of Council in accordance with this policy, the CEO is authorised to deal with it in one of the following ways:

- (a) Displayed in Council offices (for example, plaques, artwork, craftwork, flowers etc);
- (b) In accordance with a resolution of Council;
- (c) Used in Council operations (for example, technical resources, plant and machinery);
- (d) Shared amongst employees (for example, perishable food items);
- (e) Donated to a suitable charity; or
- (f) Conduct a raffle/auction with the proceeds donated to charity.

5.4.2 Factors to be Taken into Account

In deciding how a gift and/or benefit may be dealt with, the CEO will take into account factors including but not limited to the following:

- (a) The public value of the gift and/or benefit;
- (b) The perishable nature (if any) of the gift and/or benefit;
- (c) The estimated market value of the gift and/or benefit as reasonably determined by the CEO. If there is difficulty in assessing the value, a valuation must be obtained by Council from an appropriately experienced person or body.

5.4.3 Reporting and Recording of Dealings

The method of any dealings of gifts and/or benefits in accordance with paragraph 5.4 and the reasons for the decision are recorded by the CEO and a report provided to Council on an annual basis.

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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	Chief Executive Officer
Policy Owner	Deputy Chief Executive Officer
Policy Quality Control	Legal and Governance



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REVIEWED COUNCIL POLICIES AND PROCEDURES

Draft Councillor Gifts Benefits and Hospitality Policy - Tracked

Meeting Date: 28 May 2024

Attachment No: 8

COUNCILLOR GIFTS, BENEFITS AND HOSPITALITY POLICY

COUNCILLOR POLICY



1 Scope

This policy applies to Rockhampton Regional Council Councillors who may be offered or may receive gifts and/or benefits whilst undertaking their duties and/or while representing Council.

This policy does not apply to:

- (a) Political donations by prohibited donors as defined by the *Electoral Act 1992*;
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2 Purpose

The purpose of this policy is to:

- (a) Provide Councillors with guidance on appropriate actions to offers of a gift and/or benefit in connection with their duties while representing Council or otherwise related to their association with Council;
- (b) Provide Councillors with principles to consider when determining the appropriateness of accepting a gift and/or benefit;
- (c) Provide Councillors with a process to be followed where a gift and/or benefit is accepted;
- (d) Support Council's commitment to open and transparent governance; and
- (e) Minimise the risk of Councillors being exposed to an actual or perceived conflict of interest.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

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Local Government Act 2009

Local Government Electoral Act 2011

Local Government Regulation 2012

Public Sector Ethics Act 1994

Asset Disposal Policy

Code of Conduct for Councillors in Queensland

Community ~~Grants and Minor Sponsorship~~ Assistance Program Policy

Entertainment and Hospitality Policy

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy

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Adopted/Approved:	Adopted, 22 March 2022 DRAFT	Department:	Office of the CEO
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Gift and Hospitality Register – Councillors
 Gift and Hospitality Declaration Form – Councillors
 Major Sponsorship Policy
 Register of Interests

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Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Electoral Gifts	Gifts offered to candidates relating to an election and separately governed by the <i>Electoral Act 1992</i>.
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Nominal Value	A face or estimated value that is equal to or less than \$500.
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In determining whether acceptance of a gift and/or benefit is appropriate, the two major considerations are the:

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Consequently, it is not appropriate for Councillors to accept gifts and/or benefits that affect, or may be seen to affect, the performance of their official duties and responsibilities, or be seen to influence their decision-making.

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Any gift and/or benefit accepted, regardless of monetary value, implies, or may imply, a relationship which may interfere with objectivity and independence.

This policy sets out the principles that apply to the offer and acceptance of gifts and/or benefits.

5.1 Prohibited Gifts and/or Benefits

5.1.1 Soliciting Gifts and/or Benefits

Soliciting gifts and/or benefits is strictly prohibited under all circumstances.

If a Councillor becomes aware of a situation of soliciting gifts and/or benefits, they must report it to the CEO immediately.

The CEO is required to notify the Crime and Corruption Commission of any soliciting of gifts and/or benefits.

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- (a) Intent in which the gift and/or benefit is given; and
- (b) Public perception of acceptance of the gift and/or benefit.

As gifts and/or benefits can create obligations and expectations, if it can be considered in any way that the gift and/or benefit, irrespective of its value, is given with the intention of influencing or be seen as influencing a decision or action of the recipient, it must be declined.

Acceptance of a gift and/or benefit may be considered only if it complies with the following principles:

- (a) It does not influence, or have the potential or perceived potential to influence, in any way the integrity and impartiality of the recipient;
- (b) It does not, create a conflict of interest, or a perception of a conflict of interest;

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- (c) It does not affect the performance of the recipient's official duties, or be seen to influence the decision-making or behaviour of the recipient, such as but not limited to:
- (i) Granting licences;
 - (ii) Inspecting and regulating businesses;
 - (iii) Giving approvals;
 - (iv) The provision of Council services;
 - (v) The provision of a Council grant; and
 - (vi) Awarding of contracts;
- (d) Council does not incur any costs;
- (e) It is offered openly; and
- (f) It must not involve money or anything easily converted to money such as shares.

5.2.1 Gifts and/or Benefits of Nominal Value

Provided it does not breach any part of this policy or any legislative requirement, where a Councillor is offered a gift and/or benefit of nominal value Council deems it reasonable for the recipient to accept and keep the gift and/or benefit.

This gift and/or benefit is not required to be recorded in the Gift and Hospitality Register – Councillors.

Any gift and/or benefit received by a Councillor as appreciation of a task or service carried out by a group of employees or Councillors should be shared with the members of that respective team.

The following gifts are considered low risk and may (subject to the principles outlined in paragraph 5.2) generally be accepted:

- (a) Gifts of nominal value made in gratitude for specific tasks or performance for example a small personal gift to a Councillor for speaking at an official function;
- (b) Low value corporate gifts made as a marketing/sponsor initiative for example mass produced mementoes at a professional development conference; and
- (c) Ceremonial/symbolic gifts from visiting organisations provided to Council as an organisation (as opposed to an individual Councillor) to be retained by Council for example plaque of appreciation or memento from place of origin.

If unsure, Councillors should decline offers of gifts and/or benefits courteously by explaining that acceptance would be against Council policy.

5.2.2 Gifts and/or Benefits with a Value Greater than \$500

Any gift and/or benefit received with a value greater than \$500 must be reported to the CEO. The gift and/or benefit will become the property of Council in first instance and will be dealt with by the CEO in an appropriate and transparent manner. For example:

- (a) Return the gift and/or benefit to the giver;
- (b) Dispose of the gift and/or benefit in accordance with the Asset Disposal Policy;
- (c) Donate the gift and/or benefit to a charitable or community facility; or
- (d) Ownership passed to Council allowing the gift and/or benefit to go on public display where appropriate.

Gifts and/or benefits with a value greater than \$500 must be entered in the Gift and Hospitality Register – Councillors.

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5.2.3 Cumulative Gifts and/or Benefits

Cumulative gifts and/or benefits received from the same giver which when combined exceeds the nominal value in a 12 month period must be entered individually in the Gift and Hospitality Register – Councillors.

Any gift and/or benefit received from the same giver which when combined exceeds \$500 in a 12 month period will become the property of Council in first instance and dealt with by the CEO in accordance with this policy.

5.2.4 Ceremonial, Historical or Cultural Significance Gifts

All ceremonial historical or cultural significant gifts, regardless of value, presented to a Councillor on behalf of Council or subject to a gift exchange will be the property of Council and must be passed to the CEO.

5.2.5 Complimentary Tickets to Performances and Events

It is recognised that Mayor and Councillors, as part of their role as elected representatives of Council and in recognition of the role they play in advocating for the Region, may be offered invitations/tickets to events.

Council contributes significant sponsorship (financial and in-kind) towards events held in the Region, on the basis of the benefits to the Region. Whilst Council’s position is not to seek tickets as part of these arrangements, they may be offered from time to time. Complimentary tickets may also be offered without a sponsorship agreement.

Where the ticket optimises advocacy and/or networking benefit with other stakeholders, meets corporate objectives, supports community initiatives and/or raises the profile of the Region, it may be appropriate to accept such invitations.

Any acceptance of tickets, regardless of the value, must be entered in the Gift and Hospitality Register – Councillors in accordance with this policy.

If tickets are received that are not specifically addressed to a Councillor, the Mayor or CEO allocates to Councillors.

5.2.5.1 Attendance of Partners, Spouses and Associates

In instances where there is no cost to Council, PSA’s of the Mayor and Councillors may attend upon approval by the Mayor or the CEO.

In all instances of attendance, a PSA of an official representative of Council are expected to act in a manner consistent with the Code of Conduct for Councillors in Queensland.

5.3 Gift and Hospitality Register

When gifts and/or benefits are received, it is important they are dealt with in a consistent and appropriate manner. Any Councillor who receives:

- (a) A gift and/or benefit over \$500, including cumulative gifts and/or benefits as detailed in paragraph 5.2.3; or
- (b) An invitation or offer of tickets,

is required to complete a Gift and Hospitality Declaration Form – Councillors and forward to the CEO within 21 days of receipt of the gift and/or benefit (or 21 days from the date of return to Australia if the gift and/or benefit was received overseas) for recording in the Gift and Hospitality Register – Councillors.

The Gift and Hospitality Register – Councillors is maintained by the Office of the CEO and includes the following information:

- (a) The name of the recipient;
- (b) Date of the offer or date received;

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- (c) Description of the gift and/or benefit;
- (d) Estimated value of the gift and/or benefit;
- (e) Details of the person and/or organisation offering the gift and/or benefit;
- (f) Details of any relationship between the Councillor or Council to the person and/or organisation offering the gift and/or benefit;
- (g) Details of any other gift and/or benefit received from the same person and/or organisation in the previous 12 month period;
- (h) Information on how the gift and/or benefit was dealt with; and
- (i) For gifts and/or benefits with a value greater than \$500 or those which cumulatively exceed \$500 as detailed in paragraph 5.2.3, the decision by the CEO regarding the manner in which the gift is to be dealt with.

Whilst not required under this policy, a Councillor may record the acceptance of a gift and/or benefit estimated below the nominal value thresholds on the Gift and Hospitality Register – Councillors should they wish to do so.

Offers of gifts and/or benefits that are not accepted may also be entered on the Gift and Hospitality Register – Councillors for transparency and recording keeping purposes.

5.4 Gifts that are Unable to be Refused or Returned

5.4.1 Authorisation to CEO

Where a gift and/or benefit is considered inappropriate to accept but is unable to be refused or returned becomes the property of Council in accordance with this policy, the CEO is authorised to deal with it in one of the following ways:

- (a) Displayed in Council offices (for example, plaques, artwork, craftwork, flowers etc);
- (b) In accordance with a resolution of Council;
- (c) Used in Council operations (for example, technical resources, plant and machinery);
- (d) Shared amongst employees (for example, perishable food items);
- (e) Donated to a suitable charity; or
- (f) Conduct a raffle/auction with the proceeds donated to charity.

5.4.2 Factors to be Taken into Account

In deciding how a gift and/or benefit may be dealt with, the CEO will take into account factors including but not limited to the following:

- (a) The public value of the gift and/or benefit;
- (b) The perishable nature (if any) of the gift and/or benefit;
- (c) The estimated market value of the gift and/or benefit as reasonably determined by the CEO. If there is difficulty in assessing the value, a valuation must be obtained by Council from an appropriately experienced person or body.

5.4.3 Reporting and Recording of Dealings

The method of any dealings of gifts and/or benefits in accordance with paragraph 5.4 and the reasons for the decision are recorded by the CEO and a report provided to Council on an annual basis.

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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	Chief Executive Officer Manager-Office of the Mayor
Policy Owner	Deputy Chief Executive Officer Manager-Office of the Mayor
Policy Quality Control	Legal and Governance



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**11.14 WHOLE OF COUNCIL CORPORATE PERFORMANCE REPORT FOR PERIOD
ENDING APRIL 2024**

File No: 1392
Attachments: 1. [Corporate Performance Report April 2024](#)
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

Deputy Chief Executive Officer presenting the Whole of Council Corporate Performance Report for period ending 30 April 2024 for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Whole of Council Corporate Performance Report for period ending 30 April 2024 be "received".

COMMENTARY

The Whole of Council Corporate Performance Report for period ending 30 April 2024 is presented for Council's consideration.

**WHOLE OF COUNCIL CORPORATE
PERFORMANCE REPORT
FOR PERIOD ENDING APRIL 2024**

**Corporate Performance Report
April 2024**

Meeting Date: 28 May 2024

Attachment No: 1

Whole of Council



Corporate Performance Report

01 April 2024 – 30 April 2024

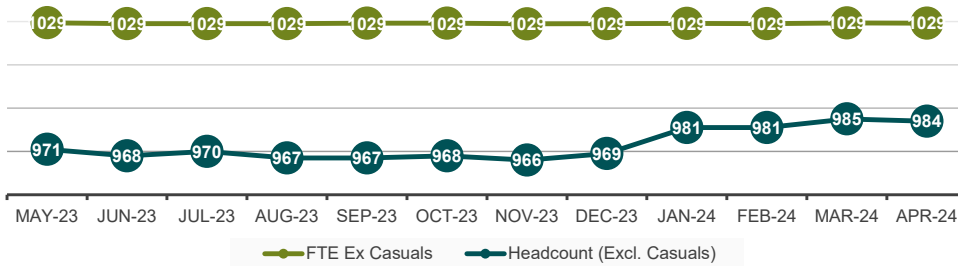
Corporate Performance Report | 01 April 2024 – 30 April 2024

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CORPORATE SERVICES
Human Resources

WORKFORCE



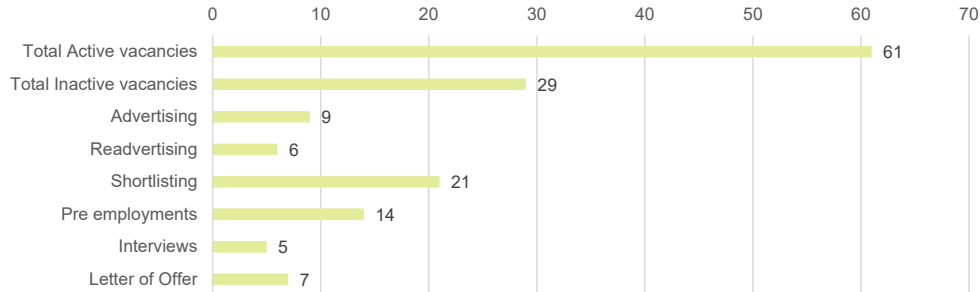
Commentary:

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 71 Casuals available for month of May.

RECRUITMENT

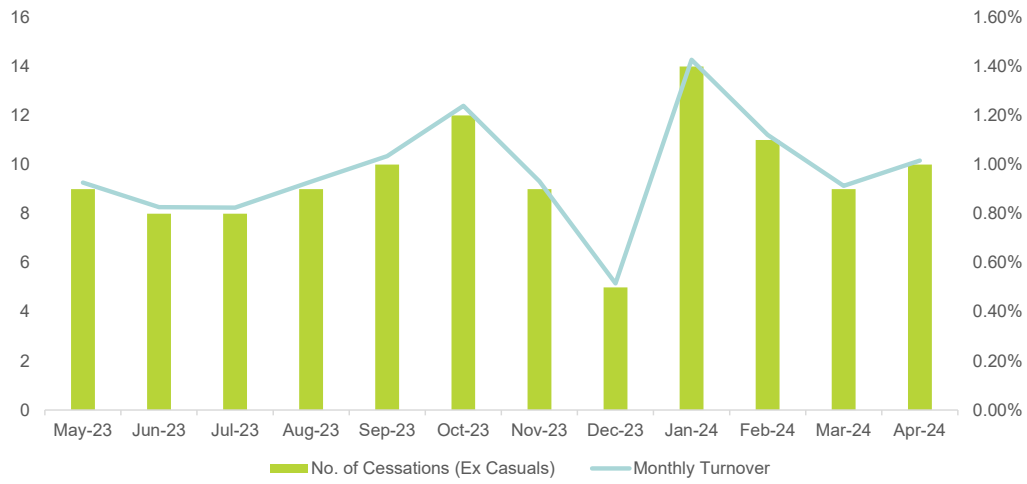


Commentary: Active vacancies are those positions currently being recruited, including casual positions, long term leave and fixed term backfilling. Inactive vacancies are positions that are currently under review or on hold.

Inactive vacancies for previous month – 23

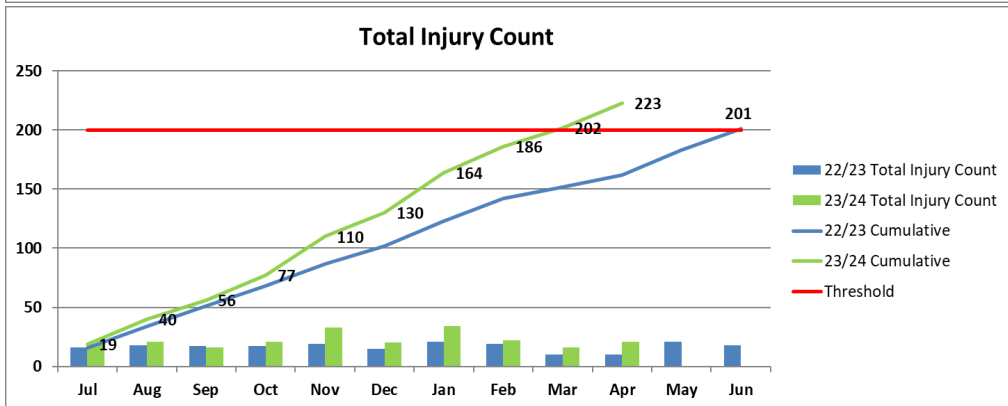
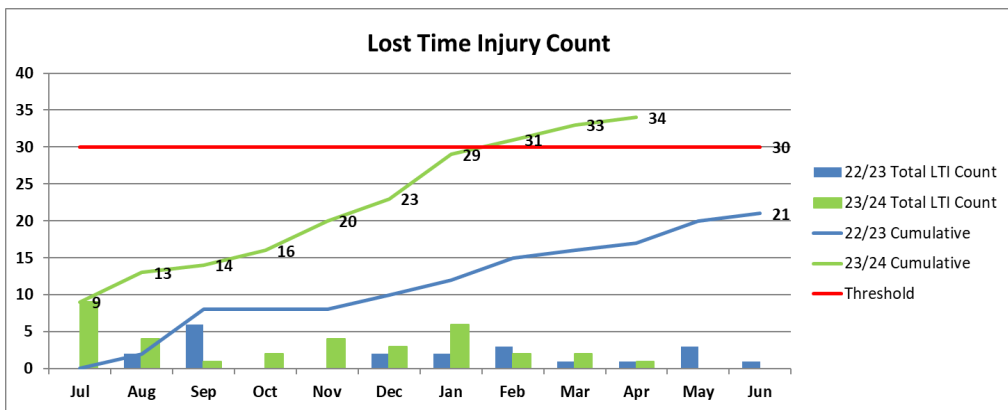
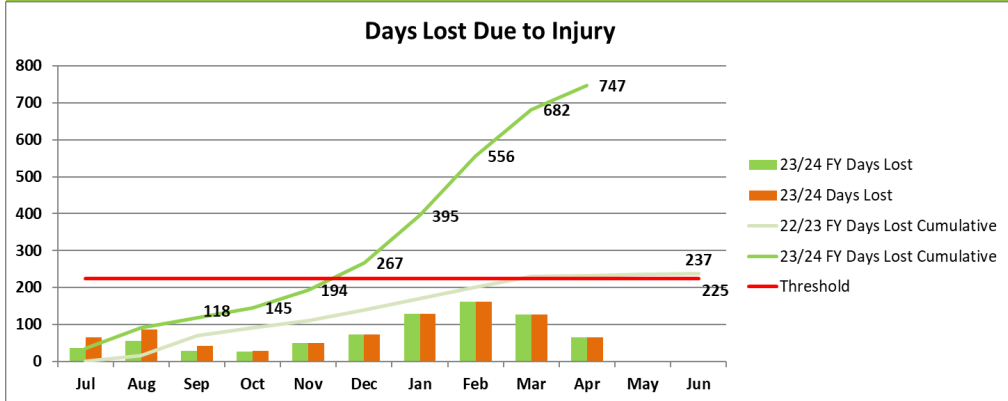
Corporate Performance Report | 01 April 2024 – 30 April 2024

STAFF TURNOVER - 11.72%



Commentary: Staff turnover for the previous 12 months is 11.72%. This is considered to be an acceptable level of employee turnover. Casual employees are excluded from staff turnover calculations.

Safety



Corporate Performance Report | 01 April 2024 – 30 April 2024

Administrative Action Complaints

Departmental Report – Number of level 3 Administrative Action Complaints as of 1 July 2023 – 30 April 2024.

Department	AAC* Level 3	Queensland Ombudsman Referrals to RRC	Queensland Ombudsman Requests from RRC	Open /closed
Office the CEO	0	0	0	-
Regional Services	3	1	1	3 Closed
Community Services	9	1	2	1 Open 8 Closed (2 closed, received in 22/23 FY)
Corporate Services	2	0	0	2 Closed
RRC Totals	14	2	3	

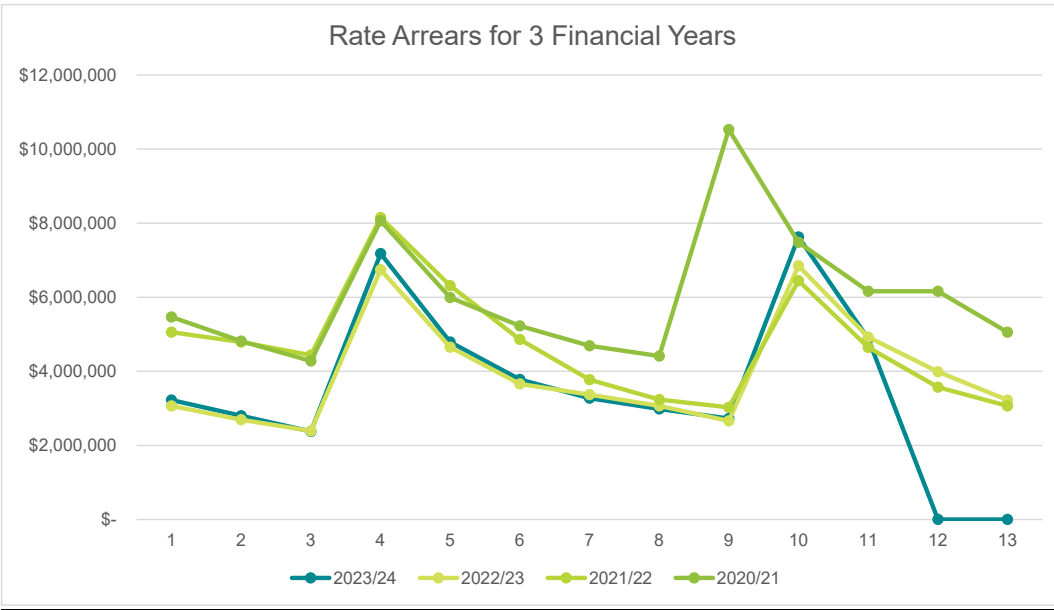
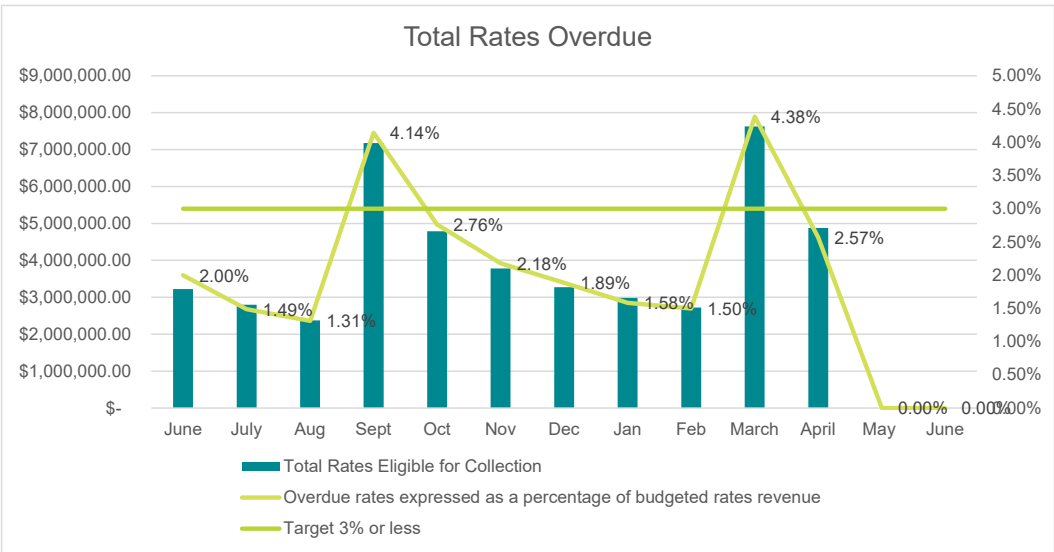
* AAC - Administrative Action Complaints

Service Level Statistics

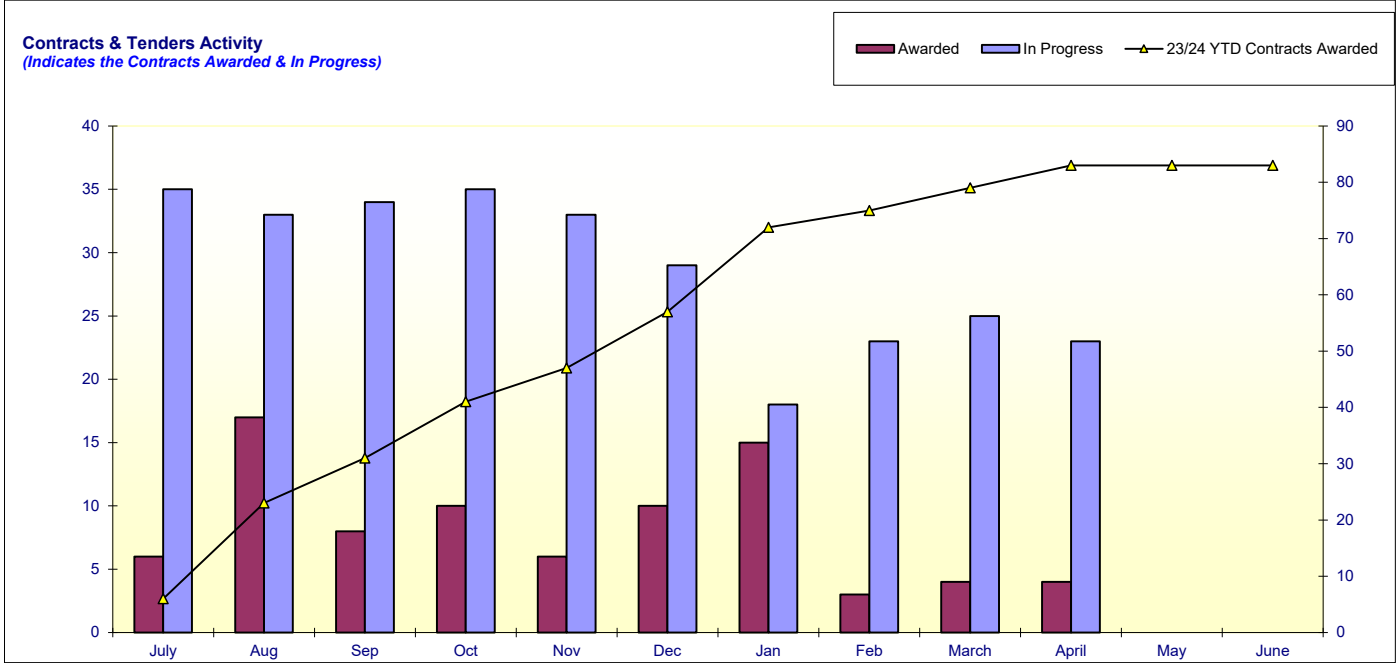
Service Level	Target	Current Performance
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	91%
IT support services provided within service levels outlined in the IT Service Catalogue.	90%	93%
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	99.88%
Process records on the day of receipt as per Recordkeeping Charter.	95%	92%
Ensure supplier payments are made within stated trading terms.	90%	89%

Corporate Performance Report | 01 April 2024 – 30 April 2024

Rates



Procurement & Logistics



Contracts Awarded: 4

- TEN15684 – Register of Pre-Qualified Suppliers for the provision of Staff Training & Development - Various - SOR
- TEN15698 - Cleaning Services at Various Council Facilities - Champ Facilities Management \$193,122.43; CMBM Facility Services \$117,192.10; Quality Commercial Cleaning Pty Ltd \$210,297.69
- TEN15845 – North Rockhampton Flood Management Areas Sewer Access Road Project - Shamrock Civil Engineering Pty Ltd, \$468,007
- TEN15854 – Lakes Creek Road Landfill Residual Bales Area Capping Construction - Shamrock Civil Engineering Pty Ltd, \$579,588

Contracts In Progress: 23

TEN15294 - Kershaw Gardens Playground Precinct Pathway Upgrade - Under Evaluation
QUO15529 - Supply & Delivery of Aluminium Chlorohydrate - Under Evaluation
TEN15595 - Supply of Asphalt Mixture - Under Evaluation
TEN15690 - Management of Three Aquatic Facilities - Under Evaluation
TEN15693 - RPQS Hire of Road Reclaimers & Spreader Trucks - Under Evaluation
EOI15785 - Organics Processing Solution - Under Evaluation
QUO15102 - Natural Disaster Damage Inspections - recommencement of document development
TEN15834 - Height Safety Inspections - Under Evaluation
TEN15835 - RPQS Sale of Scrap Metal - Under Evaluation
TEN15843 - RPQS for Hire of Impact Crushing Services - Under Evaluation
TEN15844 - Airport High Voltage Infrastructure Upgrade - Under Evaluation
TEN15850 - CQ Home Assist Trade Services - Under Evaluation
TEN15852 - Operation & Management of Archer Park Rail Museum - Under Evaluation
TEN15853 - Operation & Management of Mt Morgan Rail Museum - Under Evaluation
TEN15855 - Printing & Distribution of Animal, Water and Rates Notices - Under Evaluation
TEN15857 - Supply & Delivery of Sodium Hypochlorite - Under Evaluation
TEN15372A - RPQS Hire of Plant & Equipment – Contract Refresh - Under Evaluation
QUO15863 - Herbicide Flow Units - Closing 8/5/2024
TEN15879 - RPQS Supply & Delivery of Wet Cement - Closing 15/05/2024
QUO15880 - Supply & Installation of Fire Panel - Document Development
TEN15881 - Lease of Land for Commercial Opportunities at the Rockhampton Airport - Closing 1/05/2024
QUO15885 - Fleet Transition Plan - Closing 8/05/2024
TEN15908 - RPQS Provision of Automotive Trade Services - Closing 15/05/2024

RPQS – Register of Pre-Qualified Suppliers

Top 100 Suppliers under Contract

The operational target is to have 90% of Council's top 100 suppliers covered by formal agreements. To date **96%** of Council's top 100 suppliers are under formal agreements. Note: The top 100 suppliers are the 100 suppliers with the largest reported quarterly Council expenditure and is reported quarterly. **Note:** The % of top 100 suppliers under Contract for the April to June quarter will be completed in July.

Customer Request Statistics

Customer Requests Completed Monthly & Top 5 Customer Requests

	April
Requests Logged	4916
Same month Completed	3049
% completed same month	62%
Completed Total for Month	4027
Total Pending	2953
Top 5 Requests for Month	Local Laws Systematic Program Replacement Bin RRC (Damaged/Lost/Stolen) Water Leak Asset Property Search Form Duty Planner (New Enquiry)

Total outstanding customer requests up to 3 months old: 2436

COMMUNITY SERVICES

Directorate

POINTS OF INTEREST

- Planning has commenced for the 2024 Homeless Connect event being held on 4th July 2024 at the Robert Schwarten Pavilion (Rockhampton Showgrounds). Donations opened mid-April and will be collected until 21st June, 2024.

Community Relations

- With Council's Community Relationship Officer (CRO), now in her 6 month with Council, her profile within the Community Services sector has well and truly been raised with this role becoming more busy in interactions with Community organisations/services and an increase in requests to attend community forums/meetings.

Environmental Sustainability

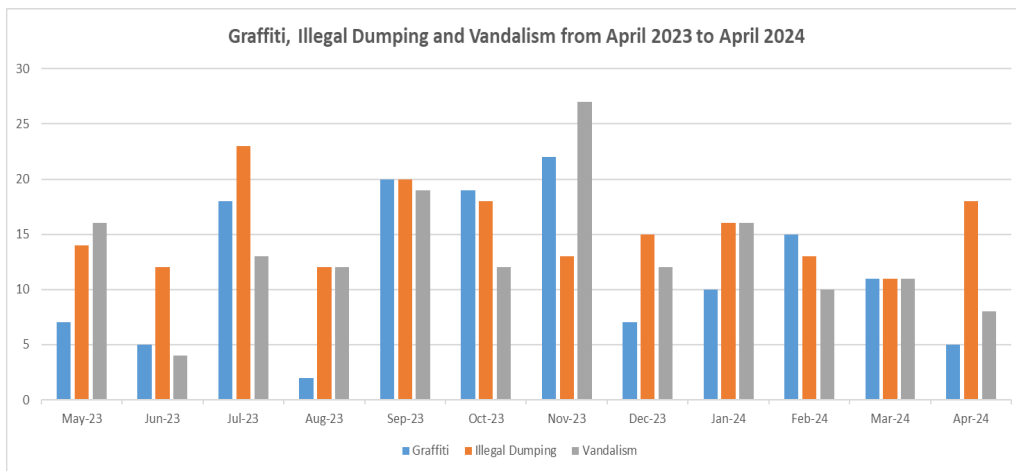
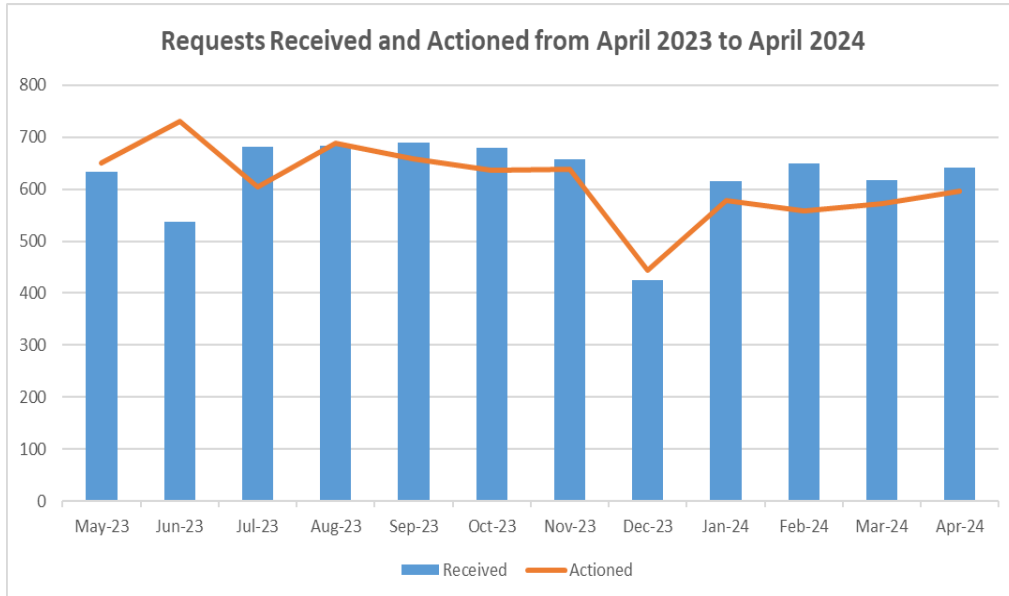
- Grant applications - Council submitted a grant application to the Australian Government's Community Energy Upgrades Fund to support installation of a 340kW solar system at the World War II Memorial Aquatic Centre (Southside Pool). Should the submission be successful, the project will significantly reduce the facility's reliance on grid electricity, reduce carbon emissions by 435 tCO₂e per annum, provide ongoing benefits to our community, and deliver operational cost savings of around \$60,000 per year.
- Climate Risk Management Framework for Queensland Local Governments - Council finalised a first pass climate risk and opportunity assessment and will now commence development of Council's Climate Risk Management Plan. This work is thanks to grant funding from the Queensland Reconstruction Authority.
- Natural Resource Management - Multicultural Australia's next cohort of Skilling Queenslanders for Work trainees commenced, with community restoration works scheduled for riparian areas adjacent to the German Street Park, Eichelberger Park and Yeppen Lagoon.

Community Assets & Facilities

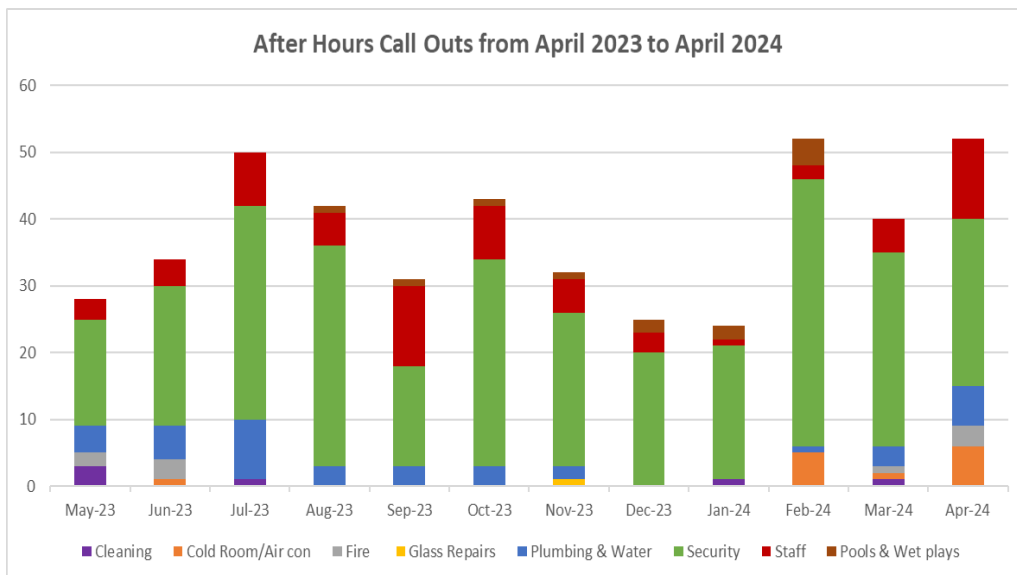
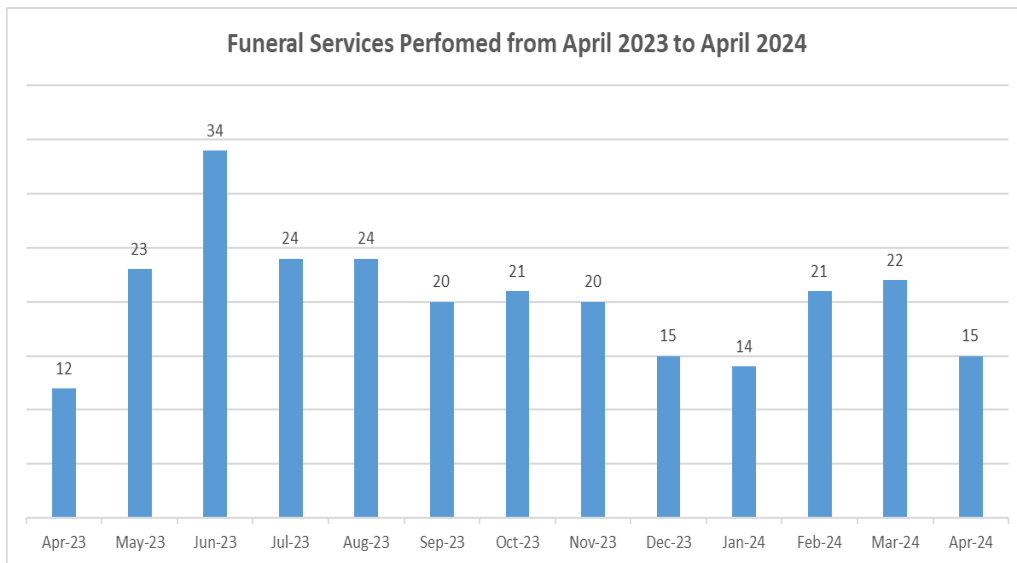
- Aqualification & Fitness have taken over the management of the 2nd World War Memorial Pool. Positive feedback has been received from the community about the facility & management.
- Mount Morgan Pool open day was held on Saturday 13th April – 134 patrons visited the facility on this day.
- Bartlam Oval playground has been updated. New play equipment incorporates a variety of play elements which involve, social, sensory and physical play. Upcoming works for the site include replacement of the mesh on the cricket nets and completion of the bollard installation. A hard structure shade shelter will be installed over the play equipment come next financial year.

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- Marmor playground was completed early April and includes hard air flow style shade structure installed over the play equipment to provide an all weather play space and protection from the sun. Other installations on the site include the renewal of bench seating, and sandstone garden beds with drought tolerant plantings and soldier silhouette statues.



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Communities & Culture

MAJOR VENUES

April was business as usual for the Pilbeam Theatre, with commercial and community venue hires as well as our See It Live program Morning Melodies and Comedy Roadshow. The Rockhampton showgrounds and Mount Morgan showgrounds were both in a state of preparation. Rodeo preparation occurred in Mount Morgan, while Beef 2024 began preparation at the immediate conclusion of Rockynats. In amongst the Rockynats pack down and Beef 2024 set up, the Annual Yearling Sale occurred in the Robert Schwarten Pavilion, while closely coordinated activity occurred across the rest of the grounds. The Walter Reid Cultural Centre hosted performances and saw the return of the Eisteddfod and popular Reid Shop. 62 Victoria Parade hosted the Annual Orchid Sale, along with regular commercial vocational training workshops. The upstairs Anderson Room, former gallery space now a converted dance rehearsal space hosted its first external hire as a dance studio for community group rehearsals.

LIBRARIES

With two months of the year remaining, Rockhampton Libraries have already exceeded some of the 22/23 usage statistics, including physical visits to libraries, number of programs offered, and program attendance, this last by 7.2%. The number of digital and electronic loans has also increased; at 132,561 it is 6.5% more than last FY, partially attributable to the introduction of new online services ComicsPlus and Kanopy (film & TV streaming).

During April, Northside and Gracemere libraries had fixed screening and alarm buttons installed at customer service desks to increase staff safety, while the counters at Southside library and the History Centre were also relocated, improving customer service as well as security, by provision of extra service points and better visibility.

LIBRARY STATISTICS	YTD 23/24	22/23	21/22	SLQ target	YTD RRL	22/23 RRL	QLD AV 21/22
Loans (physical & online)	381,497	448,601	427,335	<i>5-8 per capita</i>	4.68	5.47	7.35
Physical visits	167,975	165,490	143,145	<i>4.8 per capita</i>	2.06	2.02	3.03
Web visits (now includes FB)	73,404	20,173	16,628	<i>No target</i>	-	-	-
Programs & activities	913	898	728	<i>No target</i>	-	-	-
Program engagement	46,447	43,328	11,385	<i>0.4 per capita</i>	0.57	0.53	0.27
Active members	20,598	19,791	20,217	<i>44% of pop.</i>	25.27%	24.14%	38.77%
New members	2557	3,180	2,606	<i>No target</i>	-	-	-
Customer queries	57,905	68,404	65,031	<i>No target</i>	-	-	-
Physical stock	158,881	160,367	177,999	<i>0.85-1.5 per capita</i>	1.95	2.05	1.1

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HISTORY CENTRE ATTENDANCE 23/24

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD 23/24	22/23	21/22
176	196	163	158	108	107	132	135	134	129	-	-	1,438	1,778	1,715

CHILDCARE STATISTICS UTILISATION % 23/24

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD 23/24	22/23	21/22
98	99	99	99	99	94	92	93	96	98	-	-	-	88	96

MAJOR EVENTS ATTENDANCE

Venue Event Attendance	YTD 23/24	22/23	21/22
Pilbeam	49,082	64,130	52,176
R'ton Showgrounds	134,816	169,642	146,947
Mt Morgan Showgrounds	1,474	1,633	N/a
Walter Reid	5,659	6,901	6,641
62 Victoria Parade	3,618	4,104	822

Walter Reid CC Total Site Attendance	YTD 23/24
Business Hours	42,681
After Hours	22,997

HERITAGE VILLAGE ATTENDANCE

Heritage Village Visitor Types	YTD 23/24	22/23	21/22
General Admittance	5,014	6,208	4,738
School Tours Numbers	1,546	1,736	1066
Other Tour Numbers	25	286	202
School Holiday Activities July – 6 day period	260	256 (Rain)	1,801
School Holiday Activities Sept – 6 day period	-	374 (Rain)	803
School Holiday Activities Easter	993	731	967
School Holiday Activities June	-	666	-
Cultural Festival	-	-	1,570
Markets	12,688	13,375	2,944
Emergency Service Day, Halloween	-	500	-
TOTAL	21,444	24,132	15,523

MONTHLY VOLUNTEER HOURS

Site	YTD 23/24	22/23	21/22
Friends of the Theatre	3,019	3,895	4,002
Friends of the Village	19,637	27,517	26,915
Archer Park Rail Museum	11,677	10,819	7,618
Rockhampton Museum of Art	947	869	160
Mount Morgan Railway	8,082	7,933	1,053
TOTAL	43,363	46,664	39,810

RAIL MUSEUMS ATTENDANCE

Museum Attendance	YTD 23/24	22/23	21/22
Archer Park Museum	3,340	5,851	4,713
Mount Morgan Museum	2,672	3,252	2,834

ROCKHAMPTON MUSEUM OF ART

Strong monthly patronage continued at RMOA independent of city-wide festivals. Shop sales showed a significant increase, as well as more volunteer engagement and audience development opportunities being taken up as compared to the month before. With no new exhibitions launched this demonstrated continued interest in our current exhibitions.

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
11,718	6,879	6,770	9,256	5,730	4,255	5,021	4,426	10,776	8368	-	-

RMOA Activity	YTD 23/24	22/23	21/22
Programs	425	321	124
Member Events	14	17	9
Group Tour Bookings	29	55	9
Corporate Hire	20	21	15
Exhibitions	13	13	9
Artist in Residence (days)	60	82	Na
Shop Sales	\$74,215	\$80,313	Na
Attendance	73,199	81,678	32,248

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	110	105 hrs	2,032	1,268.26
Home Maintenance	605	775 hrs	6,235	9,300.55

CQ Home Assist Secure assisted 384- State Funded clients with a total of 790 information, referral and maintenance activities in April.

April Breakdown of Client Services Provided by Region			
Region	Number of Registered Clients	% of Clients Serviced for Month	% YTD Avg
Rockhampton	2,257	66	67
Banana Shire	61	1	1
Central Highlands	55	1	1
Gladstone	509	12	12
Livingstone	879	20	19
TOTAL	3,761	100	100

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CHSP – Federal Funding

Measured Service Type	Current Month Outputs	Monthly Output Service Delivery Target	YTD Actual	Financial Year Service Delivery Target
Garden Maintenance	116	See below	See below	See below
Major Home Maintenance	183	See below	See below	See below
Minor Home Maintenance	567	See below	See below	See below
Total measure output hours	866	467 hrs	7,844 hrs	5,613 hrs
Complex & Simple Mods	\$27,029	\$43,473	\$322,538	\$521,685

CQ Home Assist Secure assisted 622 Federally Funded clients with a total of 1,090 information, referral, maintenance and modification activities in April.

April Breakdown of Client Services Provided by Region			
Region	Number of Registered Clients	% Total Clients Serviced for Month	% YTD Avg
Rockhampton	1,827	51	55
Banana Shire	93	1	1
Central Highlands	88	1	1
Gladstone	861	23	21
Livingstone	904	24	22
TOTAL	3,773	100	100

The program CQ Home Assist Secure handled a total of 2,780 calls in April.

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Parks

POINTS OF INTEREST

The Parks team have continued to diligently prioritise seasonal maintenance and event readiness in preparation for Rockynats, ANZAC Day and Beef Week.

ZOO VISITATION, ENCOUNTERS & COMMUNITY INVOLVEMENT

Measure	Measurement	April	April
Zoo Visitors	Numbers	14,450	17,604
Animal Encounters CONDUCTED	# Meerkat Encounters	24	32
	\$ Meerkat Encounters	\$5,200	\$9,200
	# Otter Encounters	5	17
	\$ Otter Encounters	\$385	\$935
	# Snake Encounters	1	-
	\$ Snake Encounters	\$72	-
	# Junior Zookeeper	2	20
	\$ Junior Zookeeper	\$1,200	\$3,000
	Encounters Free	0	2
	\$ Equivalent Free	\$0	\$600
Gift Vouchers	# Combined encounters	9	-
	\$ Combined encounters	\$900	-
Tours (Time Safaris)	#Bookings	TBC	-
Volunteers / Students	Volunteer Hours	347	374
	Student Hours	28	12
Guest donations	Donation \$	\$1,230	\$1,528
	Online donations	\$125	\$80
Money RRC donated to Conservation Trust	15% Encounters	\$1,070	\$1,240
	15% Donations	\$203	\$229
	Total	\$1,040	\$1,469
Facebook	Facebook Followers	41,550	32,065
	Facebook Reach	166,506	196,233

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- Rockhampton Zoo has successfully been awarded a training subsidy for two days training with the Zoo & Aquarium Association on Animal Welfare, in preparation for our accreditation renewal. Subsidy is worth \$2000, meaning RRC to contribute only \$600.
- Positive collaboration is ongoing with Darumbal to develop signage, online videos and information sheets.

PARKS OPERATIONS AND ARBORICULTURE & STREETS CAPES

- Pilbeam Drive vegetation maintenance was undertaken as a collaborative approach across multiple teams.
- Street Tree Planting Program nominations were open from 17th April to the 6th May. 200 nominations received in total. Nominations are currently undergoing suitability assessments.
- Tree maintenance focus over the coming weeks is lifting and deadwood removal along Dean Street.

Data:	5th March	9th April	7th May
Tree trimming requests	232	259	261
Tree trimmings over 3 months old	85	85	91
Tree and stump removal requests	91	89	82
Tree and stump removal requests (3 months + old)	37	37	34
Total open pathways	323	348	343

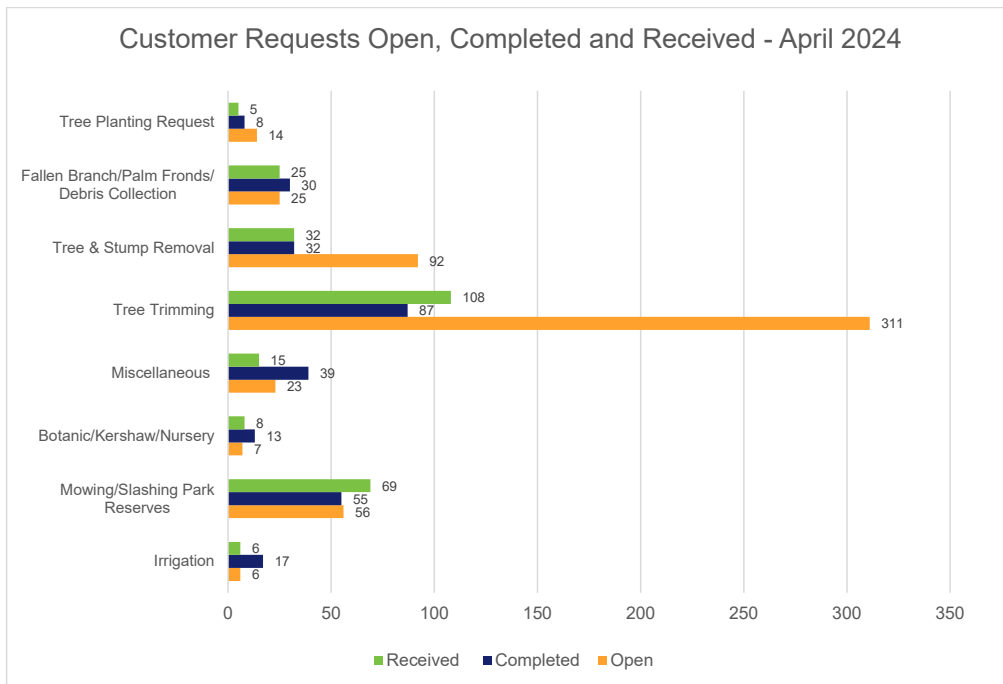
BOTANIC, KERSHAW, NURSERY & NACP

- Friends of the Gardens have assisted the Kershaw Team with planting of 355 plants at the Charles Street Shelter, Southern Rainforest, Waterfall and behind Sandstone toilet.
- New Skilling Queenslanders for Work team with Multicultural Australia (MA) commenced servicing Yeppen Lagoon, Eichelberger Park and Duthie Park. Have already planted 300 plants in Eichelberger Park and over 200 plants in various other locations including Plover Street Nature Reserve.
- Jobs Queensland skills program are currently assisting the landscaping and safety improvements of the steps and paths within Japanese Garden.
- ANZAC Day Dawn Service 2024 was a major event in the Botanic Gardens. The team did a great job preparing the grounds for the event.

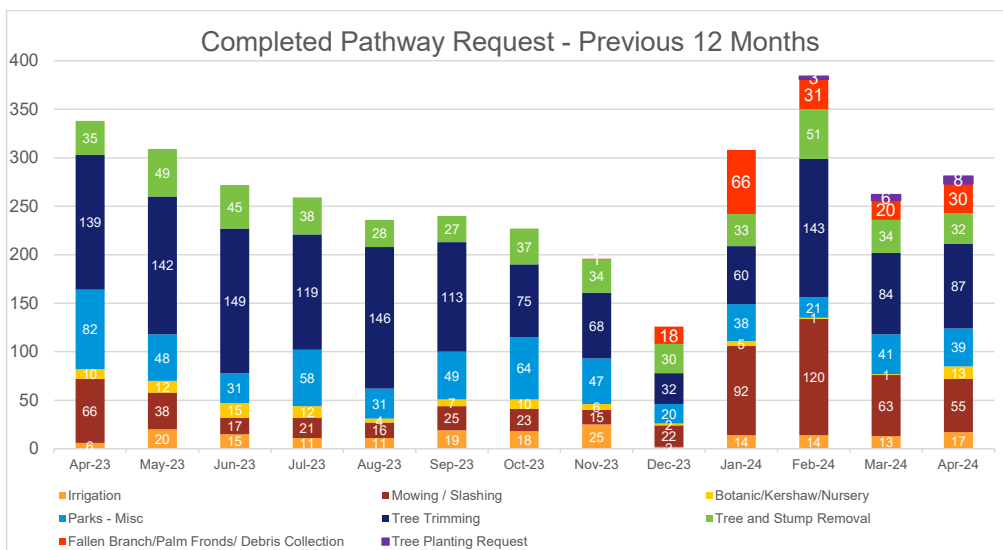
SPORT & ACTIVE COMMUNITIES

- Collaborated with Beef Australia event organisers to activate various parks and open spaces throughout the region in support of Beef Week 2024. These locations include Victoria Park, Jardine Park, and Ski Gardens, among others. Several sites were compromised from recent rain events, and auxiliary sites were required to be located.
- Working with the rowing community and Fleet Services to facilitate the installation of the rowing course for the 2024 season. Several local regattas are scheduled between May and August, culminating in a State Regatta in September. Also, a reduced training course was installed to mitigate risks associated with current issues affecting the rowing course and insurance availability.

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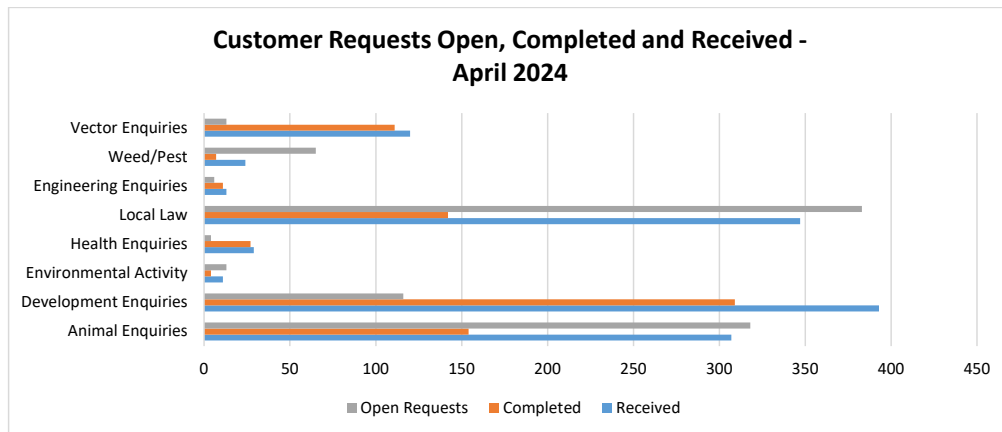
Additional codes Tree Planting Request & Fallen branch/Palm Fronds/Debris Collection introduced in December 2023.



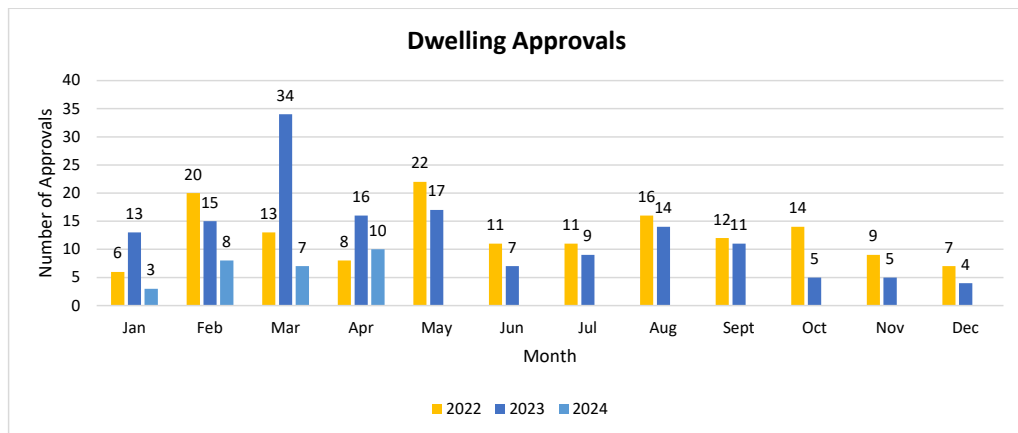
Planning & Regulatory Services

POINTS OF INTEREST

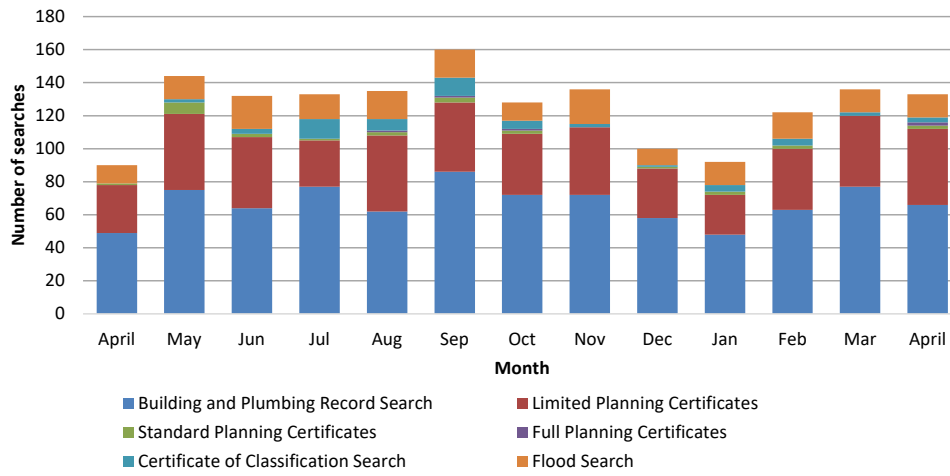
- Environmental Health Officers have focused on food safety at RockyNats and Beef Australia events. They've collaborated with Beef Australia to guarantee proper food licensing and safety measures, handling a high volume of applications and liaising with around 45 vendors.
- Local Laws has commenced the systematic inspection program within Berserker. Officers are attending all properties in Berserker to identify any compliance issues including failure to register dogs.



Open Requests – total number of customer requests currently 'open' and under investigation
 Completed – the number of requests completed in April that were received in April
 Received – the number of requests received in April



Property Searches Completed in the last 12 Months

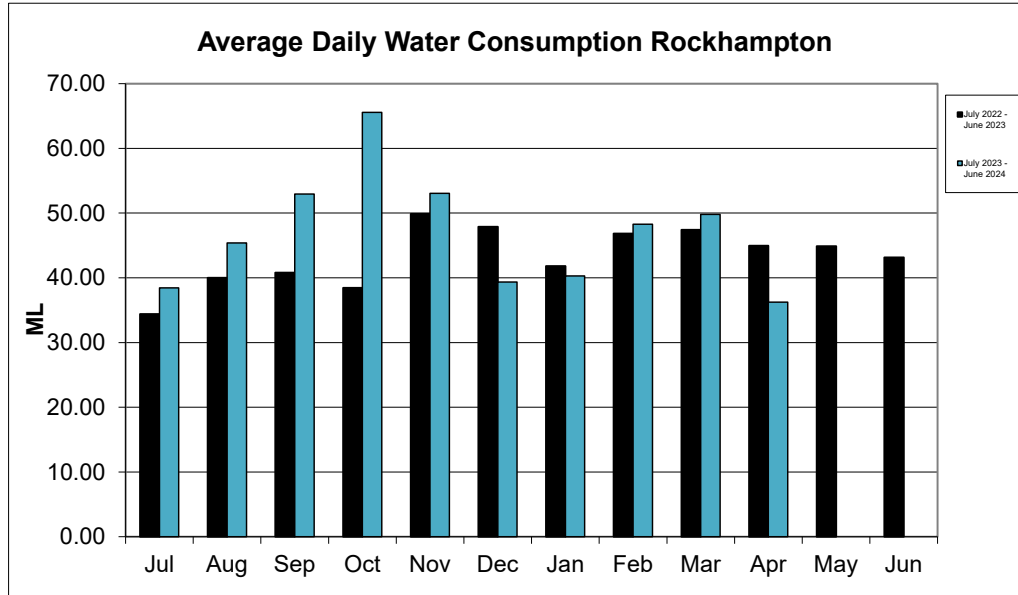


REGIONAL SERVICES
Fitzroy River Water

Drinking Water Supplied

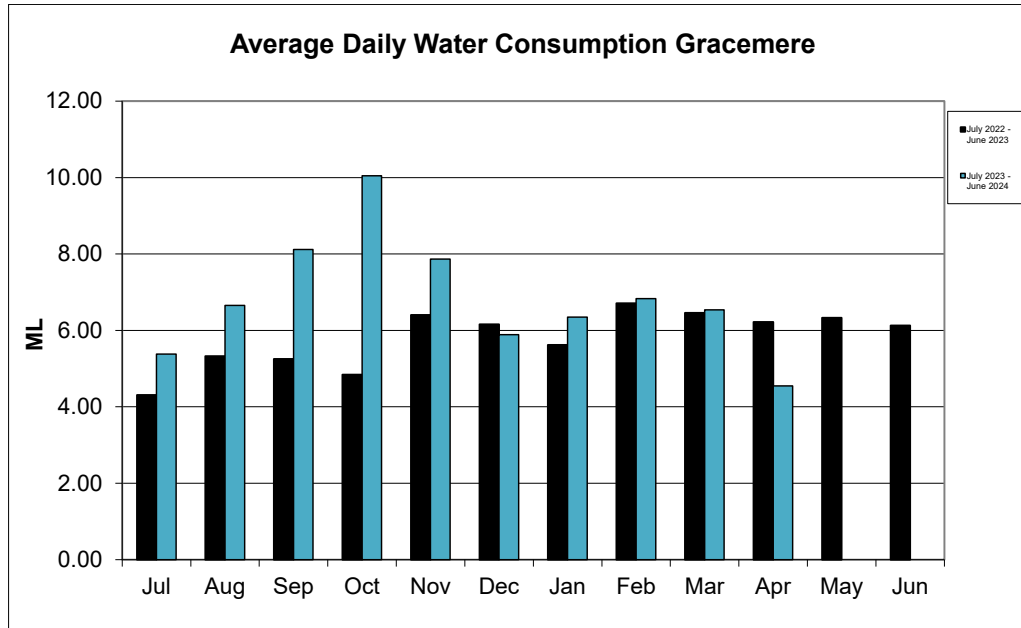
Data is presented in graphs from July 2022 to June 2023 and July 2023 to June 2024.

Rockhampton



Average daily water consumption during April (36.24 ML per day) decreased compared to that recorded in March (49.80 ML per day) and was lower than that reported in the same period last year. Decreased consumption could be attributed to the significant rainfall received in Rockhampton during April and cooler temperatures generally experienced during April.

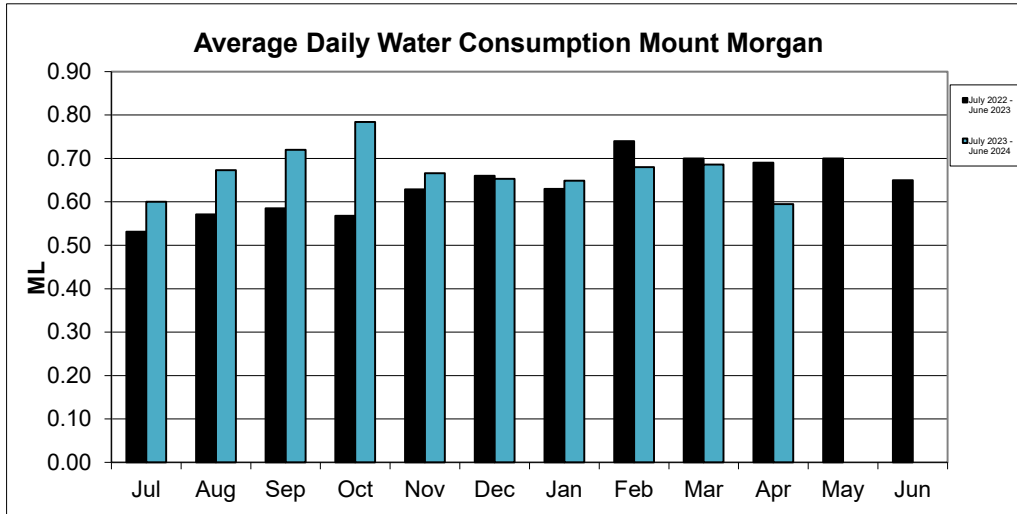
Gracemere



Average daily water consumption during April (4.55 ML per day) decreased compared to that recorded for March (6.54 ML per day) and was lower than that reported in the same period last year. Decreased consumption could be attributed to the significant rainfall received in Gracemere during April and cooler temperatures generally experienced during April.

The Fitzroy Barrage Storage is currently at greater than 100% of accessible storage volume and remains above the threshold in the Drought Management Plan used to trigger the implementation of water restrictions.

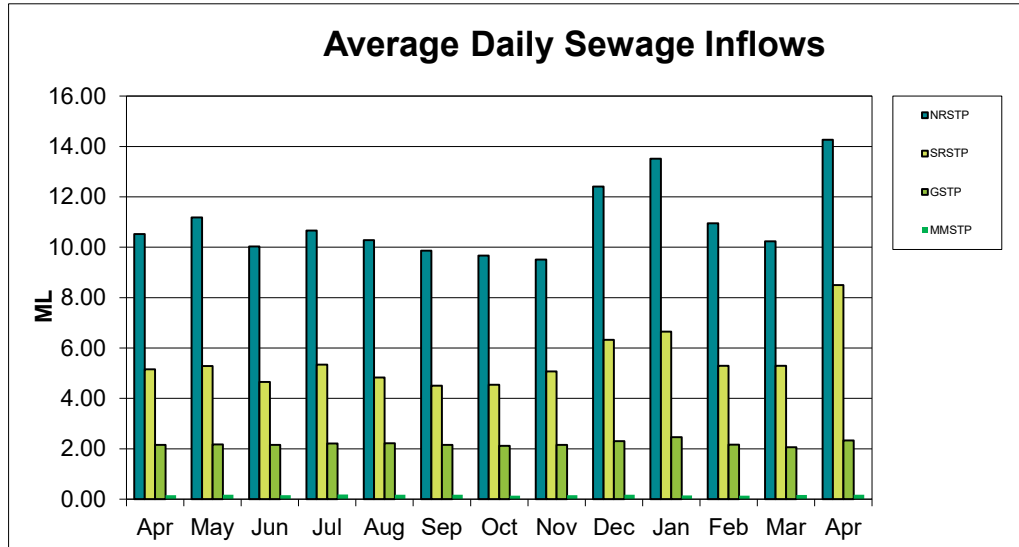
Mount Morgan



Average daily water consumption during April (0.60 ML per day) was comparable to that recorded for March (0.69 ML per day) and was lower than that reported in the same period last year.

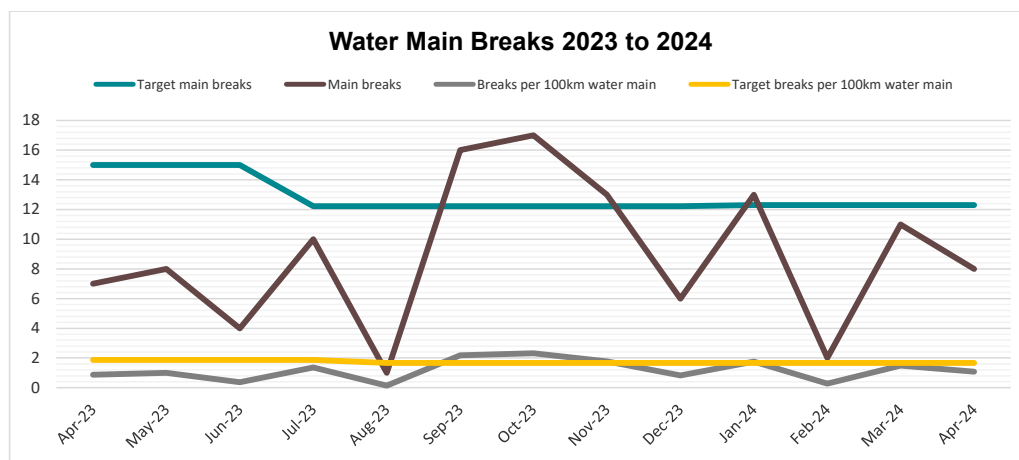
Mount Morgan is no longer subject to Water Use Restrictions and the No. 7 Dam storage was at 97% at the end of April. The town water supply returned to full reliance on the water treatment plant to treat water from the No. 7 Dam from the 23rd of April.

Sewage Inflows to Treatment Plants



Average daily sewage inflows during April increased across all STPs when compared with the previous month. The higher inflows can be attributed to the significant rainfall received during April across all sewerage catchment areas. All STPs recorded higher inflow compared to the previous year.

Regional Water Main Breaks



Performance

Target achieved with an increase in water main breaks when compared to previous month. Changing weather conditions (extreme heat 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.

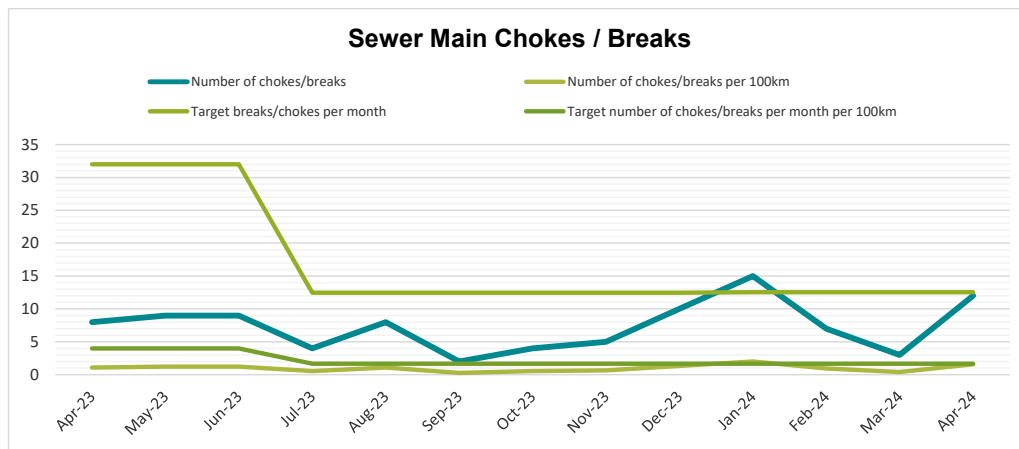
Response to Issues

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 annual Water Main Replacement program.

	Number of Main Breaks	Target Main Breaks	Breaks per 100 km	Target Breaks per 100 km
April	8	12	1.08	1.67

Locality	Main Breaks
Rockhampton	8
Mount Morgan	0
Regional Total	8

Rockhampton Regional Sewer Main Chokes/Breaks



Performance

Target achieved with an increase in sewer mainline blockages 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
April	12	13	1.6	1.67

Locality	Surcharges Resulting from Mainline Blockages	Mainline Blockages
Rockhampton	8	12
Mount Morgan	0	0

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Regional Total	8	12
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Water Meter Replacement

	Number completed	FY to date totals
Reactive Replacement	242	3001
Planned Replacement	0	0
Regional Total	242	3001

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 the recent decision by Council to support the proposed bulk replacement of aged meters will eventually result in a significant reduction in reactive meter replacements.

Rockhampton Regional Waste and Recycling

Compliance

On 26 March 2024, the Department of Environment, Science and Innovation undertook an audit of Rockhampton Regional Council’s compliance with the *Waste Reduction and Recycling Act 2011* at the Lakes Creek Road Landfill.

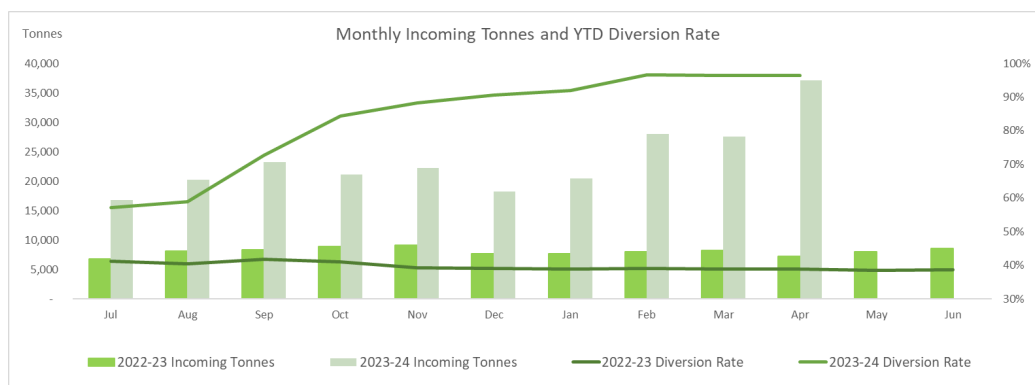
The audit included as a minimum;

- Data submitted to the Queensland Waste Data System (QWDS) since 1 July 2022;
- On-site Operational Purpose Exemption; and
- General compliance with levyable waste disposal site and Resource Recovery Area obligations and Environmental Authority conditions (under the *Environmental Protection Act 1994*).

The audit involved a drone survey of the site.

Due to adverse weather conditions on the day the drone audit was not completed and was later completed on 24 April 2024. No compliance issues were reported from this audit.

Total Incoming Tonnes



Reading this Chart

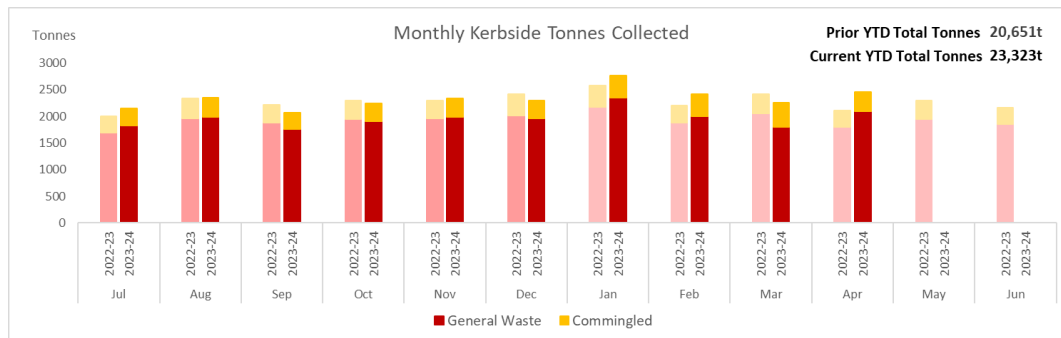
Diversion rate is % of incoming waste we recover as opposed to burying in landfill. This is a strategic KPI measuring our progress to zero waste to landfill by 2050. Incoming tonnes is an indicator of the waste generation trends in our region, and the impact our current strategies are having on reducing those trends. Current year performance is shown in pale green.

Current Commentary

Incoming tonnes in April are up compared to the same period last year, driven by changes in State Legislation that demands the inclusion of Clean Earth as a Waste. Note that Clean Earth is not landfilled, rather used under an Operational Use Exemption for the purpose of landfill operations. Therefore, our April YTD diversion rate is above 70% due to an increase in incoming Clean Earth for Operational purposes.

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Kerbside Tonnes



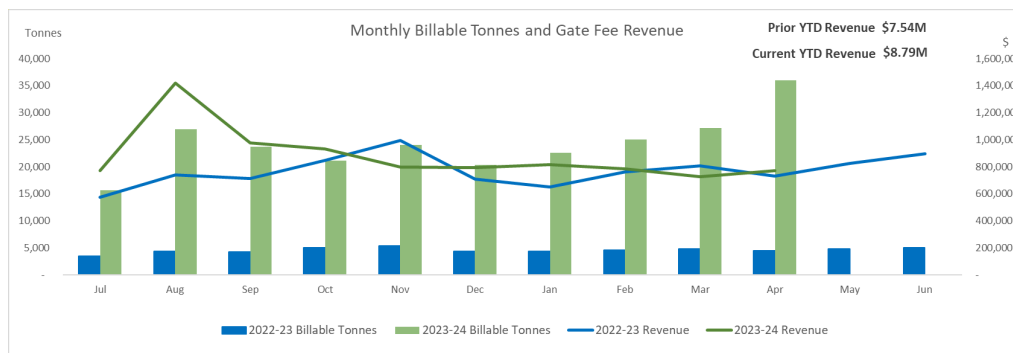
Reading this Chart

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

Current Commentary

YTD kerbside tonnages are up compared to the previous year for General Waste with a slight increase in our Commingled tonnages. For the month of April, Commingled represents 16% of total tonnes.

Billable Tonnes



Reading this Chart

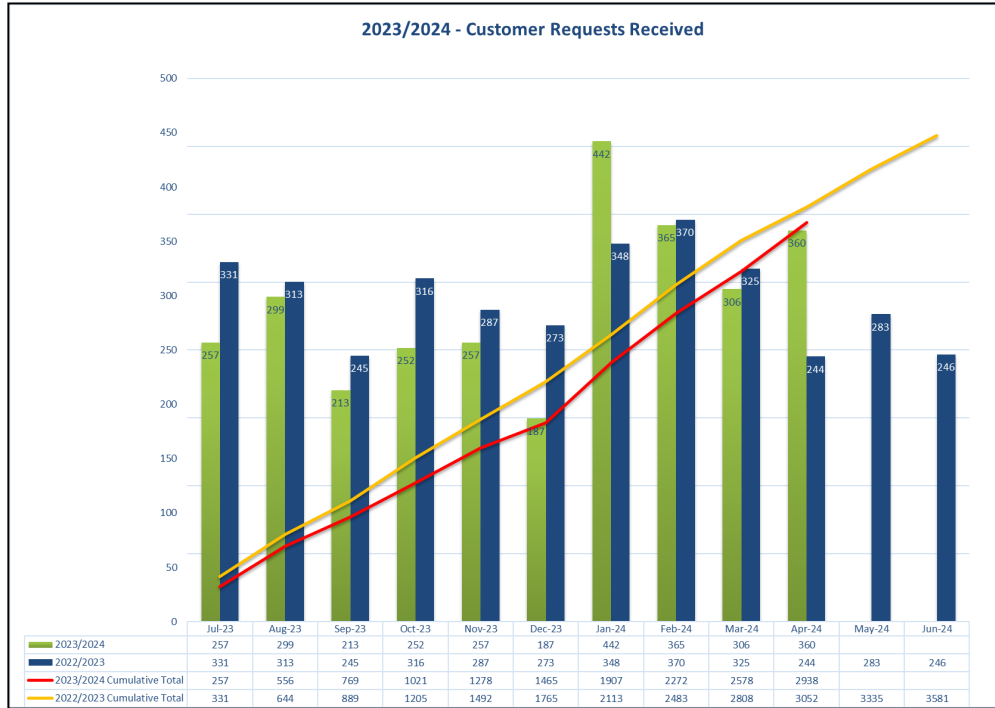
This is a critical measure of waste facility activity levels, the long-term financial sustainability of the business unit, as well as being a relatively strong indicator of economic activity levels in our region. Current year performance is shown in green.

Current Commentary

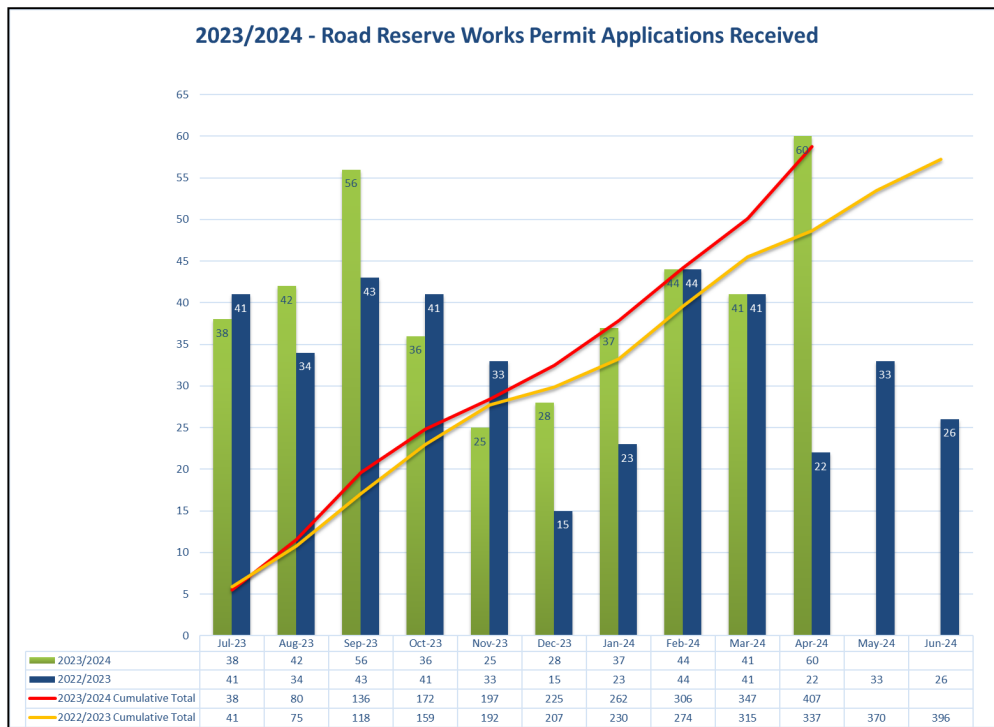
April revenue remains above budget and is made up of ongoing increased levels of self-haul general waste, commercial and industrial waste and asbestos waste.

Civil Operations

CUSTOMER REQUESTS



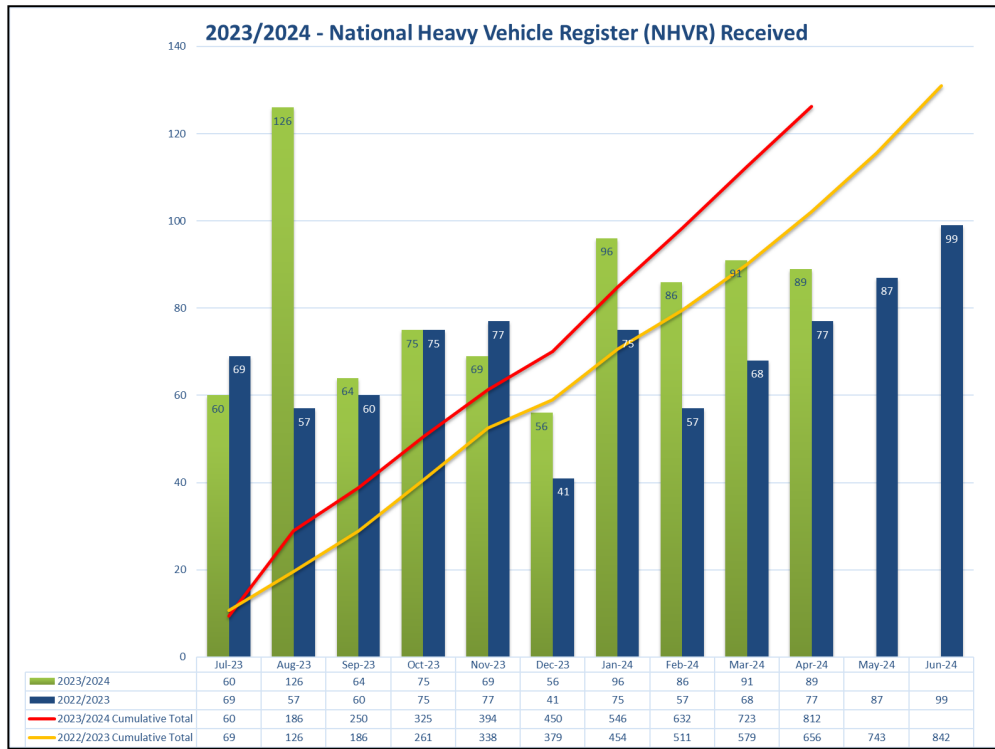
ROAD RESERVE WORKS PERMIT APPLICATIONS



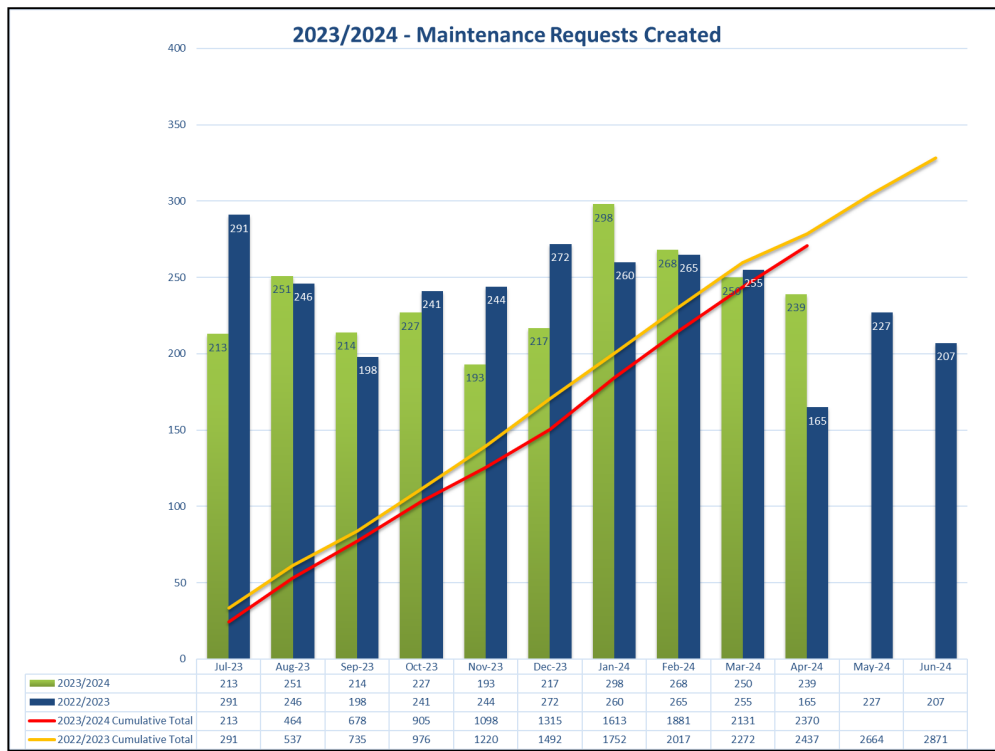
Commentary:

- April has seen a significant increase in applications from external utilities (ie. Ergon & Telstra).

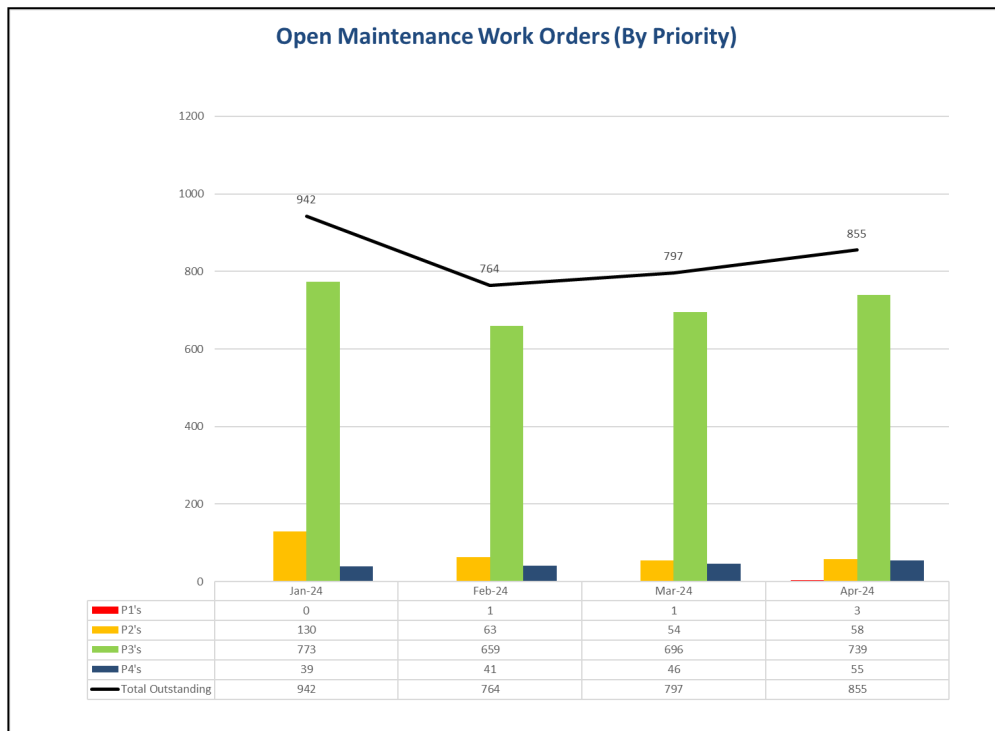
NATIONAL HEAVY VEHICLE REGISTER (NHVR)



MAINTENANCE WORK ORDERS



Open Maintenance Work Orders (By Priority)



Commentary:

- These figures outline the total number of open Maintenance Works Orders at the end of each month.
- As can be seen, while the total number of open Maintenance Work Orders has remained steady, the teams have been able to progressively reduce the number of higher priority/risk Maintenance Work Orders (P1's & P2's) over time.

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Average Age of Open Work Orders

	P1's (average days open)	P2's (average days open)	P3's (average days open)	P4's (average days open)
January 2024	0	364	344	287
February 2024	34	147	238	155
March 2024	0	106	207	128
April 2024	10	95	205	114

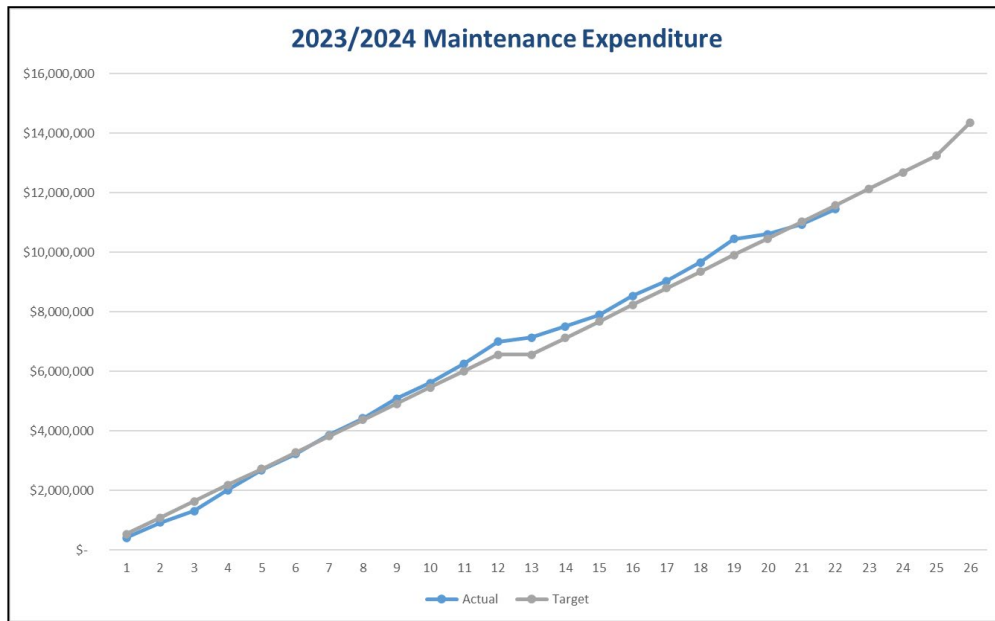
Commentary:

- Through a consistent focus on the higher risk/priority Maintenance Works Orders, the average age of all Maintenance Works Orders has steadily reduced. This means that the time between becoming aware of an issue and it being resolved is reducing.

Maintenance Workers Completed Within Target Timeframe - Overall Performance (01/07/2023 – 30/04/2024)

Priority	Response Target Timeframe	No. of Work Orders	Response Time Achieved	Current Performance
P1	< 2 working days	161	80	50%
P2	< 5 working days	729	379	52%
P3	< 30 working days	3,311	2,453	74%
P4	< 60 working days	75	52	69%
OVERALL PERFORMANCE		4,276	2,964	69%

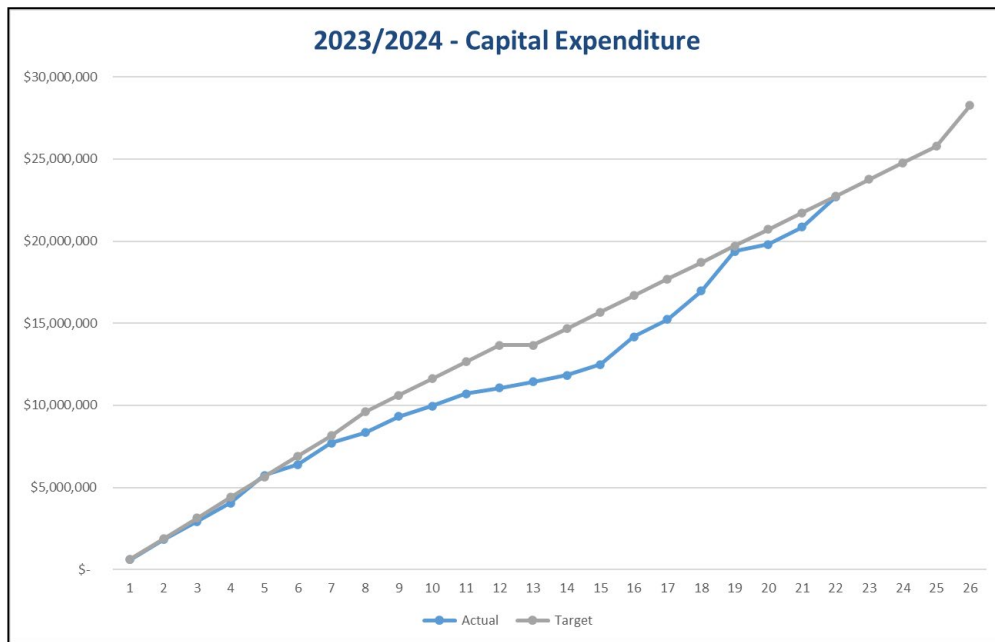
MAINTENANCE EXPENDITURE



Commentary:

- Expenditure is on target for the year.

CAPITAL WORKS EXPENDITURE



Commentary:

- Civil Operations are on target to deliver the full value of the Capital Works Program.

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ADVANCE ROCKHAMPTON**Key Regional Statistics**

Unemployment Rate–5.3% (Sept 23), **UP** 0.5% (Quarterly)

Labour Force– 47,212 (Sept23), **UP** 583 (Quarterly)

Rental Vacancy Rate– 0.7% (April 24) **DOWN** 0.2% (Jan 24)

Seek Advertisements– 949 (April 24), **UP** 12 (Mar 24)

KEY EVENTS AND ENGAGEMENTS

Women in Manufacturing Workshop (16 Apr)

Marketing Your Business on Social Media (17 Apr)

Australian Industry and Defence Network Queensland April Member Meeting (18 Apr)

Breakfast of Champions (19 Apr)

Stanwell Site Tour & Briefing (22 Apr)

CQ Regional Economic Future Fund Stakeholder Advisory Group meeting (22 April)

Capricorn Chamber of Commerce Coffee Catch-Up (24 Apr)

Navigating the AI Landscape for Business Success (30 Apr)

Industry Development – Infrastructure Project Updates**ROCKHAMPTON RING ROAD**

- + \$1.7 B project cost
- + Commenced: Early works Late 2022
- + Stage 1 Completion: 2025/2026 FY
- + 49% of contracts awarded locally
- + \$22M+ in local expenditure to date
- + \$70M+ committed

FITZROY TO GLADSTONE PIPELINE

- + \$983 M project cost
- + Early works: March 2023
- + Construction: August 2023
- + Expected completion: December 2026
- + 400 local jobs during construction
- + 25 apprenticeships and traineeships
- + 40% local content target

MOUNT MORGAN PIPELINE

- + \$88 M project cost
- + Commenced: November 2023
- + Completion: September 2025
- + Est. 50 jobs during construction

MORT & CO FEEDLOT & FERTILISER FACTORY

- + \$130 M project cost
- + Commencing: Q3 2024
- + 297 direct jobs & 210 indirect during construction
- + 45 FTE during operation

RENEWABLE ENERGY PROJECTS**CLARKE CREEK WIND FARM**

- + Commenced: July 2022
- + Completion: Late 2025
- + 350 jobs created to date
- + \$250m regional investment
- + Est Cost: \$3B

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STANWELL CLEAN ENERGY HUB (NEW)

- + \$100M+ in project value
- + Common infrastructure and civil works commencing late 2023
- + Expected 5-year delivery
- + Up to 650 jobs during construction
- + Sustains the existing 200 FT and up to 600 contractor jobs

MOUNT HOPEFUL WIND FARM

- + Commencing: Mid 2024
- + Completion: 2027
- + Est Cost: \$600M
- + Approx. 150 jobs during construction
- + 8-12 FTE during operation

BOULDER CREEK WIND FARM

- + Commencing: Mid 2024
- + Completion: Late 2026
- + 94 turbine Stage 2 planning
- + Est Cost: \$750M
- + Up to 300 jobs during construction
- + 12 FTE during operation

MOAH CREEK WIND FARM

- + Commencing: 2025
- + Completion: Late 2028
- + 380 jobs during construction
- + 15 ongoing jobs
- + Est cost: \$1B

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MOAH CREEK SOLAR FARM (NEW)

- + Commencing: Mid 2025
- + Completion: 2027
- + Est Cost: \$600M
- + Approx. 300 jobs during construction
- + Target operation 2025
- + 10 FTE during operation

BOOMER GREEN ENERGY HUB

- + Commencing: Q1 2026
- + Completion: Q3 2029
- + 350+ jobs during construction
- + 30 FTE during operation
- + Est Cost: \$3B

MOONLIGHT RANGE

- + 300+ jobs during construction
- + 10 FTE during operation
- + Commencing: 2026
- + Completion: Q1 2029

Events

29 - 31 March 2024 | Rare Spares Rockynats 04 - Event delivery successful, record 57,000 attendances across the three days, IER survey underway and data report underway, TEQ Grant Acquittal underway, debrief meetings with relevant stakeholders commenced, RN05 date announcements made.

25 April 2024 | ANZAC Day - Event delivery successful, debrief scheduling underway.

19 May 2024 | 7Rocky River Run - Trade site, Sponsor, Production and Contractor agreements finalised for event delivery, all participant shirts, medals and event signage ordered and delivered, road closure permit received, community consultation letters delivered, final stakeholder meeting scheduled.

12 - 14 June 2024 | Rockhampton Agricultural Show - Sections finalised, Showgirl and Rural Ambassador campaign commenced, trade and vendor site allocation 90% complete, services locked-in and complete, operational requirements complete - contractor engagement to

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commence, Showmen's Guild contract finalised, ticketing for Early Bird on sale 30/04/2024, staffing EOI scheduled.

26 - 28 July 2024 | Rockhampton River Festival - Trade applications being processed and plotted, Programming/ activations/ RMOA collaboration being finalised, operational requirements underway.

31 August 2024 | CapriCon Pop Culture Convention - 100+ vendors plotted, Panel and Workshop program drafted, guest proposals drafted.

Tourism Infrastructure

Hotel, Flights and Explore Rockhampton Visitor Information Centre

Hotels & Flights	Hotels Average Occupancy	Hotels Average Daily Rate	Total Arrivals	Total Departures
TY	67.9%	\$183.06	28.6K	28.1K
LY	69.8%	\$190.79	25.6K	25.6K
VAR	-1.9%	-\$7.73	+3K	+2.5K

April 2024 compared to April 2023.

Explore Rockhampton VIC	Walk-ins	Intrastate	Interstate	International
TY	679	758	193	82
LY	647	385	184	78
VAR	+32	+373	+9	+4

April 2024 compared to April 2023

NB: We are still seeing a steady increase in international visitors each month.

Tourism Positioning and Marketing

Campaigns – Top 5 projects in Tourism

- 1. Rockynats** - Tourism heavily supported Rockynats 04 with marketing, media and social media during the event. We also delivered a full landing page and blog for visitors to make the most of their visit and encourage them to stay a little longer in the Rockhampton region.
- 2. Beef Australia** - We continue to plan for Beef Australia activations including the Visitor Information Centre, Rockhampton Airport, self-guided 'History of Beef' tour, CBD connectivity, City Tours, blogs, a 'Beef' website landing page and a collaboration with Beef

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Australia producing some exceptional destination marketing content for Beef TV and the Today Show.

3. **Beef TV** - Advance Rockhampton have produced a series of videos to be included in the Beef Australia's live Beef TV streaming during the event. These videos will be shown throughout the event as Beef TV broadcasts 8 hours a day and then replays twice, running 24 hours a day for those who are attending Beef Australia and also watching from anywhere in the world.
4. **Filming Tourism Content** - Whilst videographers Live To Create were in region filming Rockynats, we engaged them to film tourism videos for Rockhampton Museum of Art and Rockhampton Botanic Gardens and Zoo. We filmed the RBG&Z content with talent showcasing the families with kids in the older age bracket to participate in the encounters, as well as younger children enjoying the new playground.
5. **Nominations**- We have nominated for several opportunities this month including hosting Triple J's One Night Stand concert, Queensland Tourism Industry Council's Top Tourism Town Award as well as nominating for four award categories in this year's Queensland Tourism Awards.

Billboards

Airport: departure lounge bathrooms (MTB/Meerkats) - **16.5K REACH**

Airport: static entry/exit sign (Nurim/Meerkats) - **32K REACH**

Airport: digital exit sign (Explore Rockhampton various x 6) - **32K REACH**

Social

Fishing the Fitzroy boosted Facebook post – **100.2K REACH**

Explore Rockhampton boosted Facebook post - **22.3K REACH**

SEM (Search Engine Marketing)

Explore Rockhampton campaign – **7.1K REACH**

Print

CQ Today - Fortnightly tourism column - **160K REACH**

Total Reach: 370.1K

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Social Media

@ExploreRockhampton

	Facebook			Instagram		
	Reach	Impressions	Fans	Impressions	Engagement	Fans
TM	12.6K	88.2K	12,394	8.5K	687K	3,478
LM	114.6K	81.9K	12,359	12.6K	2.5K	3,455
VAR	-102K	+6.3K	+35	-4.1K	-1.8K	+23

April 2024 compared to March 2024 NB: Whilst socials are down on last month, this is because last month performed exceptionally well promoting Denvah on Australian Idol.

@MyRockhampton

	Facebook				
	Reach	Views	Likes	Impressions	Engagements
TM	9.6K	865	18.4K	150.8K	1.9K
LM	27.4K	1.7K	16.5K	121.7K	4.8K
VAR	-17.8K	-863.3	+1.9K	+29.1K	-2.9K

April 2024 compared to March 2024.

@AdvanceRockhampton

	Website			LinkedIn			
	Users	Sessions	Page Views	Impressions	Engagements	Reached Users	Followers
TM	1593	2194	4131	10945	400	3339	2620
LM	1254	1548	7913	17981	906	4245	2588
VAR	+339	+646	-3782	-7036	-506	-906	+32

Website: April 2024 compared to March 2024.

LinkedIn: April 2024 compared to March 2024.

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@FishingTheFitzroy

	Facebook		
	Reach	Views	Likes
TM	89.1K	6.1K	26,184
LM	54.6K	3.3K	26,086
VAR	+34.5K	+2.8K	+98

April 2024 compared to March 2024.

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

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

RECOMMENDATION

THAT 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 Tender 15595 - Supply of Asphalt Mixture

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 Primary Industries (Qld) Pty Ltd Lease Land Extension

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 Chief Executive Officer - Performance Review

In accordance with section 254J(3)(a) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss the appointment, discipline or dismissal of the chief executive officer.

16 CONFIDENTIAL REPORTS

16.1 TENDER 15595 - SUPPLY OF ASPHALT MIXTURE

File No: 15595

Attachments: Nil

Authorising Officer: John Gwydir - Manager Civil Operations
Peter Kofod - General Manager Regional Services

Author: Cornelius Claassen - Civil Works Manager

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

The purpose of this report is to seek Council's endorsement to award Tender 15595 – Supply of Asphalt Mixture.

16.2 PRIMARY INDUSTRIES (QLD) PTY LTD LEASE LAND EXTENSION**File No:** 5138**Attachments:**

1. Map PIQ Land Extension
2. PIQ New Lease Plan

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer**Author:** Marcus Vycke - Manager Airport

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

The Rockhampton Regional Council has a long standing relationship with Primary Industries (QLD) Pty Ltd ("PIQ") via land lease at the Rockhampton Airport. Recent correspondence received from PIQ has requested they wish to expand their lease footprint and enter a new lease.

16.3 CHIEF EXECUTIVE OFFICER - PERFORMANCE REVIEW**File No:** 6947**Attachments:** Nil**Authorising Officer:** Megan Younger - Acting General Manager Corporate Services**Author:** Damon Morrison - Manager Workforce and Governance

In accordance with section 254J(3)(a) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss the appointment, discipline or dismissal of the chief executive officer.

SUMMARY

This report is presented for Councillors to consider the annual performance review process for the Chief Executive Officer.

17 CLOSURE OF MEETING