

	COUNCIL POLICY	
	Refurbishment Concession Council Policy	
	Policy Number	CP083
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	30/06/2025
	Review Due	30/06/2026

1. PURPOSE

The purpose of this Policy is to provide a framework for the approval of a rate and/or charge concession for heritage buildings, character buildings and other significant buildings of interest to encourage major refurbishment and occupancy of the building.

2. SCOPE

This Policy applies to Councils general rates and charges for a defined property as set out below.

3. HEAD OF POWER

Local Government Regulation 2012 (QLD) Part 10 sets out the requirements for Council to grant rate concessions.

This Policy is written specifically for section 120;

(c) the payment of the rates or charges will cause hardship to the land owner

(d) the concession will encourage the economic development of all or part of the local government area

(e) the concession will encourage land that is of cultural, environmental, historic, heritage or scientific significance to the local government area to be preserved, restored or maintained

4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

“heritage buildings” means buildings that are listed on state or local heritage registers.

“character buildings” means buildings that have a significant architectural value, as determined by Council.

“significant buildings” means buildings that have the opportunity to provide significant social or economic benefit to the region, as determined by Council. In determining if a building is significant, consideration will be given to aspects such as, the physical size, unique characteristics, and the impact/benefit on community convenience and facilities.

5. POLICY STATEMENT

5.1. Statement

Council is committed to provide appropriate rate and charges relief to support the refurbishment of heritage buildings, character buildings and other significant buildings, so that they can provide improved outcomes through activation.

5.2. Funding

Council will determine the provision of concessions based upon the merits of each application. The type and amount of concessions approved by Council will depend on the nature of the refurbishment and the priorities of Council.

Funding will be prioritised for, but not limited to, land within the following specific locations:

- a. Maryborough properties that are in the Principal Centre Zone, as identified in Fraser Coast Planning Scheme mapping. or
- b. Howard properties that are in the District Centre Zone, as identified in Fraser Coast Planning Scheme mapping, or
- c. Hervey Bay properties that are in the Pialba City Centre, as identified in the Hervey Bay City Centre masterplan.

5.3. Eligibility

The concession is only available to owners of commercial properties where:

1. The decision to provide a concession is consistent with s120 (c), (d) and/or (e) of the *Local Government Regulations 2012* (QLD); and
2. The refurbishment project is significant enough to make the premise unable to operate and generate an income during construction or development; and
3. The buildings are determined to meet the definitions of Heritage, Character or Significant Buildings; and
4. The refurbishment will provide improved social, economic, cultural, heritage, historic and/or architectural outcomes for all or part of the local government area; and
5. The refurbishment is actively occurring or about to commence.

5.4. Application

Applications must be received in writing on the approved application form.

Applications can be received at any time.

Applications will be assessed by the Refurbishment Concession Assessment Panel with consideration to:

- Whether, in the opinion of Council, the building meets the definition of a heritage, character or significant building.
- The extent and significance of the works
- The difficulty in sourcing suitable material to keep in character to the original building
- The economic benefits that the refurbishment will achieve
- How sympathetic the works are to the original character of the building
- Previous granting of concessions for rates and charges
- The timeliness of the proposed refurbishment milestones supplied

The application must include evidence sufficient enough to evaluate the above criteria and identify key milestones. This may include items like building plans, engineering plans, building contracts, timelines and milestones. Council may request additional information during the assessment of the application.

5.5. Assessment

Council appoints the Refurbishment Concession Assessment Panel to assess formal applications against this policy and make a recommendation to Council on the application. The Refurbishment Concession Assessment Panel will consist of the Executive Manager Financial Services and 3 Council officer representatives. One officer from three of the following areas - Planning and Growth, Economic Development, Community and Culture and Financial Services.

The assessment panel can recommend application of none, some, or all, up to a maximum of 100% each for:

- wastewater charge
- water charge
- waste management utility charge
- general rates

All decisions relating to concessions under this policy are only to be made by a Council resolution.

The approval or declining of an application under this policy does not affect the eligibility for other concessions offered by Council.

5.6. Limitations

It is the intention of this policy for concessions to apply for a maximum 12-month period, and can be applied retrospectively, from when the premise is unable to operate and generate an income due to the refurbishments, for up to a maximum of 3 months.

Extensions to the provision of concessions may be considered but must be approved by Council.

Approved concessions can be unapproved at any time by the CEO if submitted milestones have not been completed without a valid reason. Unless determined otherwise by the CEO, this decision will take effect from the next rate notice, unless applied retrospectively by Council.

Concessions cannot be granted to any levy applied by the Council or State, or any other amount not included in the assessment section above.

Council may request to conduct on-site inspections during the refurbishment period to ensure compliance with this policy and the approval conditions.

6. ASSOCIATED DOCUMENTS

Refurbishment Concession Application Form – DOCS# 4725971

7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than one year.

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
8	New Policy	Council	15/06/2022	4508251
9	Amendment – Ordinary Meeting No 6/23	Council	28/06/2023	4508251
10	Amendment – Ordinary Meeting No. 6/24	Council	26/06/2024	4508251
11	Amendment – Ordinary Meeting No. 6/25	Council	30/06/2025	4508251