



Rates Structure Review Community Reference Panel

Purpose

This Community Reference Panel will provide feedback and advice to Council for its rates structure review.

QPRC must ensure that its rates structure is fair for ratepayers across the whole local government area. Council seeks to collaborate with a group of ratepayers who will provide feedback and advice to Council in the review.

Council will inform and involve the Panel, providing detailed information about the fundamental principles that underpin the rating strategy, information about the decisions and changes that Council can make within the legislation, and rates modelling and analysis on options. The Panel will ultimately recommend a preferred rating structure for consideration by Council and the broader community.

Accountability

The Community Reference Panel will have an advisory role to Council. The Panel recommendations will be provided to a Council meeting. The recommendation will inform Council's decision for the preferred rating structure.

Membership

The Community Reference Panel will ideally have at least 10 - 12 members who express an interest. Panel members should be ratepayers, however also could be business owners or residents of QPRC. The Panel will represent a range of ratepayer groups, including:

- Business ratepayers
- Residential ratepayers
- Farmland ratepayers
- From Braidwood, Bungendore, Queanbeyan, Googong, Jerrabomberra and rural areas.

Members can choose to be anonymous.

Resources

Community Reference Panel members will be supported by Council staff who will provide background briefings, analysis and reporting of rate structure options. Staff will facilitate the panel workshops and record the Panel recommendations report. Reasonable travel expenses will be reimbursed to panel members.

Panel Meetings and Workshops

Council staff will facilitate at least two workshops with panel members to provide background information and answer questions during November and December. These sessions will be held at times and places that suit individual panel members. The purpose of these sessions will be to

provide background information and analysis reports, and to answer member questions about the current rates structure and previous community panel recommendations.

It is anticipated that the community reference panel will meet up to three times between 2 February and 6 March 2026 and meetings will be held on weekday evenings in Bungendore; however this will be guided by the panel members. These workshops will be held as required to explore rate structure options.

Workshops are the preferred format for panel members to listen to the views of other members and provide their input; however, the engagement strategy will be adapted to meet the availability of panel members.

Workshops will be set-up in a way that allows all members to have their say. Facilitators will be prepared to ensure the safety of all participants and will call-out behavior that is not collaborative.

Panelist responsibilities

- Adopt a constructive and cooperative approach and respect views of all Panel members.
- Commit to attending workshops and actively participate in all discussions. If unable to attend, inform Council staff as early as possible so workshop times can be adjusted if possible.
- Review and consider material provided as pre-reading for the Panel meetings. Staff will provide assistance and briefings, answer questions and provide additional information as requested by panel members to assist this process.
- Respect the position they hold with regard to access to information, and not use this position in any way for individual personal gain.
- Maintain a level of confidentiality in regards to information provided and ideas discussed by other Panel members.
- Comply with the minimum standards set out in the QPRC Code of Conduct.

Council responsibilities

- Listen to the views and recommendations of the panel members.
- Ensure a high level of organisational support for community panel activities and fairly report panel outcomes
- Provide feedback to the panel on how their contributions have been incorporated or used to inform Council's decisions.

Rates Structure Review Community Engagement Plan

Timeframes	Responsibility	Community Engagement Activity
12 Nov 25	Council	Resolve community engagement plan and terms of reference for community reference panel
16 Nov 25 to 24 Dec 25	Council	Open expressions of interests for participation as a member of the community reference panel. Providing briefing information to interested panel members (inform)
16 Nov 25 to 31 Jan 26	Council	Council website – rates structure background information, information sheets, FAQs
2 Feb 26 to 6 Mar 26	Community Reference Panel	Community Reference Panel activity: • Group workshops: consult and collaborate
25 Mar 26	Community Reference Panel	Report to Council – Community Reference Panel recommendations

Timeframes	Responsibility	Community Engagement Activity
22 Apr 26	Council	Resolve preferred rate structure for community consultation with Draft Revenue Policy
27 Apr 26 to 12 Jun 26	Council	7 weeks community engagement activity with Operational Plan through Your Voice website, community meetings, QRPC news, social media, media release
24 Jun 26	Council	Adopt Revenue Policy
29 Jun 26 to 10 Jul 26	Council	Close the loop activity – Your Voice website: provide update on adopted policy