



# **PLANNING AND REGULATORY COMMITTEE MEETING**

## **AGENDA**

**2 AUGUST 2016**

*Your attendance is required at a meeting of the Planning and Regulatory Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 2 August 2016 commencing at 9.00am for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be the initials "C R" followed by a long horizontal stroke.

**CHIEF EXECUTIVE OFFICER**  
26 July 2016

Next Meeting Date: 16.08.16

**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**

**2 PRESENT**

Members Present:

Councillor C E Smith (Chairperson)  
The Mayor, Councillor M F Strelow  
Councillor N K Fisher  
Councillor C R Rutherford  
Councillor M D Wickerson

In Attendance:

Mr P Owens – Acting General Manager Community Services

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Planning and Regulatory Committee held 19 July 2016

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

**6 BUSINESS OUTSTANDING**

Nil

## 7 PUBLIC FORUMS/DEPUTATIONS

### 7.1 DEPUTATION FROM FITZROY BASIN ASSOCIATION

**File No:** 3084  
**Attachments:** Nil  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Robert Holmes - General Manager Regional Services

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#### **SUMMARY**

*Deputation from Fitzroy Basin Association to discuss a proposed environmental project which includes studies into the impact of run off on the environment in general as well as the Great Barrier Reef.*

#### **OFFICER'S RECOMMENDATION**

THAT the Deputation by the Fitzroy Basin Association be received.

#### **BACKGROUND**

At the Planning and Regulatory Committee meeting held on 17 May 2016, Councillors briefly discussed a proposed environmental project for the Fitzroy Basin Association, and it was resolved to invite the Fitzroy Basin Association to a future meeting.

Elyse Riethmuller, Chief Operating Officer, and Rebecca French, Engagement Manager, of Fitzroy Basin Association along with Dr Karen Vella and Mark Gibbs of the Queensland University of Technology will attend at 9am to discuss the proposed project which includes studies into the impact of run off on the environment and the Great Barrier Reef.

## 8 OFFICERS' REPORTS

### 8.1 COMMUNITY STANDARDS AND COMPLIANCE MONTHLY OPERATIONS REPORT FOR JUNE 2016

**File No:** 1464

**Attachments:**

1. Monthly Operations Report From Community Standards and Compliance Unit For June 2016
2. Traffic Light Report for June 2016
3. Financial Matters Report for June 2016

**Authorising Officer:** Peter Owens - Acting General Manager Community Services

**Author:** Peter Owens - Acting General Manager Community Services

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#### SUMMARY

*The monthly Operations Report for Community Standards and Compliance Section as at 30 June 2016 is presented for Councillor's information.*

#### OFFICER'S RECOMMENDATION

THAT the Community Standards and Compliance Monthly Operations Report for June 2016 be 'received'.

#### COMMENTARY

This report provides information about the activities of Rockhampton Regional Council's Community Standards and Compliance Section for the month of June 2016.

This section consists of five units namely Environment and Public Health, Local Laws, Vector Management, Pest Management and Support Services.



**COMMUNITY STANDARDS AND  
COMPLIANCE MONTHLY  
OPERATIONS REPORT FOR JUNE  
2016**

**Monthly Operations Report From  
Community Standards and Compliance  
Unit For June 2016**

**Meeting Date: 2 August 2016**

**Attachment No: 1**

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**MONTHLY OPERATIONS REPORT**  
**COMMUNITY STANDARDS AND COMPLIANCE UNIT**  
**Period Ended June 2016**

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**VARIATIONS, ISSUES AND INNOVATIONS*****Innovations***

*Nil*

***Improvements / Deterioration in Levels of Services or Cost Drivers***

E&PH Unit activities for June include:

Environment and Public Health Unit conducted inspections at the Rockhampton Show. Four unlicensed food businesses were located and appropriate licensing was applied for by the operators. This is an increase in unlicensed food businesses as none were identified in 2014. No food businesses identified as “unlicensed” were local businesses.

Total food premises at the Rockhampton Show for 2015 was approximately 45, including mobile vans, temporary stalls and persons using the fixed premises at the Rockhampton Showgrounds. The persons vending included local food businesses, mobile food businesses from other towns and a member of the showman’s guild. This number of food businesses was similar to 2014.

During 2015-2016 the Unit processed 179 applications. This is a significant increase from the previous two years 2014-2015 (140) and 2013-2014 (87). This can be attributed to processing a higher number of short term food business licences for the increased number of events/markets and festivals occurring in the region and the emergence of home based food businesses.

**LINKAGES TO OPERATIONAL PLAN****1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

The response times for completing the predominant customer requests in the reporting period up to and including June 2016 are outlined in Attachment 2.

***Comments & Additional Information***

## 2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

### **Safety Statistics**

The safety statistics for the reporting period are:

	April	May	June
<b>Number of Lost Time Injuries</b>	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0
<b>Total Number of Incidents Reported</b>	3	1	0
<b>Hazard Inspections Completed</b>	0	0	1

### **Risk Management Summary**

Example from Section Risk Register (excludes risks accepted/ALARP)

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed
<b>Pest Management</b> -Council does not have appropriate and implemented pest management planning for pest plants and pest animal management leading to public complaints about service delivery, localized damage to Council's reputation, temporary redirection/addition of staff/resources required.	Moderate	Legislative changes occurring in 2016. Review and realign plan with newly identified changes. Review of service level arrangements/requirements	2016	0
<b>Local Laws</b> – Council does not meet its legislative and service delivery responsibilities for Local Laws' community compliance leading to the possibility of legal action, significant damage to Council's reputation with multiple complaints, and general public dissatisfaction.	Very High 3	1. Effective infringement financial management process to be put in place. 2. Internal Process Review	30/06/14	10%
<b>Local Laws</b> – Inconsistent regulation and enforcement of local laws and legislation resulting in poor service and considerable public dissatisfaction.	High 4	1. Reviewed to be completed: Internal Audit, Process Review, Legal review of Local Laws 2. membership subscription to LGAQ's Legislation Compliance Section. 3. Join SEQ Regional Animal Management Group (SEQRAM).	31/12/14	5%

**Legislative Compliance & Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
Council's Ground Distribution Contract Licence outdated	6 April 2017		Not due until 6 April 2017
Pest Management Officers AC/DC Licenses	Various	100%	Completed
Vector Management Officers Pest Management Technicians Licenses	Various	100%	Completed
Local Laws Power of Entry Training	Various	100%	Completed
Investigation Skills	Various	9%	Not completed
Animal Management	Various	100%	Completed

**3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

No capital projects are relevant to the Community Standards and Compliance Section.

**4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

Project	Revised Budget	Actual (incl. committals)	% Budget Expended	Explanation
Issue of Dog Registration Renewals	\$21 000.00	\$21 000.00	100%	Renewals and reminders issued
Micro Chipping Days	\$15 000.00	\$3386.00	22.57%	200 microchips and registrations June

**5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS**

***Adopted/Operational Service Level Standards & Performance***

Service Level	Target	Current Performance
Annual inspection of licensed food businesses undertaken	100%	97%
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	100%	89%
Annual inspection of devolved licensed environmentally relevant activities undertaken	100%	100%

Reasons for Food and PAS not reaching 100% during the year was the closure of businesses prior to inspections being conducted.

Please note the service levels depicted in the above table are operational standards only and have not been formally adopted by Council.

**Registered Dogs/Declared Dog Totals**

Description	Registrations April	Registrations May	Registrations June	Current total
Dogs Registered	179	215	489	15996
Dangerous Dogs	0	1	0	28
Menacing Dogs	1	0	0	48
Restricted Dog	0	0	0	1

**Infringements Issued**

Description	April	May	June	Financial YTD
Parking Infringements	423	672	589	5556
Animal Infringements	91	116	136	1924
Local Law Infringements	17	11	1	91
Total	531	799	726	7571

**FINANCIAL MATTERS**

The Financial Matters report is outlined in Attachment 3.

**COMMUNITY STANDARDS AND  
COMPLIANCE MONTHLY  
OPERATIONS REPORT FOR JUNE  
2016**

**Traffic Light Report for June 2016**

**Meeting Date: 2 August 2016**

**Attachment No: 2**



## All Monthly Requests (Priority 3) Community Standards Compliance 'Traffic Light' report June 2016

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q4
			Received	Completed								
Dog Registration Enquiry	28	26	272	237	35	0	10	● 5.48	● 5.63	● 3.81	2.45	● 4.34
Animals (more than permitted number)	5	4	15	8	8	0	30	● 4.13	● 9.53	● 11.93	7.45	● 6.08
Comm Compliance Barking Letter/Visitors Advice	1	1	13	9	4	0	5	● 1.67	● 2.14	● 3.06	2.00	● 1.40
Dog Attack on Animal (Confirmed)	0	0	0	0	0	0	10	● 0.00	● 0.00	● 0.00	0.00	● 0.00
Dog Attack on Person (Fear) CSO	4	4	13	2	11	0	20	● 8.00	● 23.09	● 24.22	8.93	● 12.96
Dog Attack on Animal (Alleged) CSO	12	7	14	6	13	0	20	● 10.17	● 21.12	● 156.79	8.62	● 12.70
Dog Attack on Person (Bite) CSO	6	5	5	1	5	0	20	● 2.00	● 18.23	● 17.71	7.52	● 12.23
Heavy Vehicle Parking	0	0	2	0	2	0	10	● 0.00	● 5.24	● 6.41	3.35	● 4.67
Overgrown Allotments	35	13	19	9	32	0	45	● 2.89	● 12.67	● 14.35	12.28	● 8.55
Regulated Parking	6	5	35	28	8	0	10	● 3.39	● 4.71	● 4.24	3.10	● 3.88
Dust Complaint	0	0	0	0	0	0	10	● 0.00	● 7.40	● 5.60	4.00	● 3.00
Litter/Illegal Dumping	4	3	4	4	1	0	20	● 6.50	● 7.07	● 7.32	6.50	● 6.10
Noise Complaint	1	1	8	8	0	0	10	● 4.50	● 8.77	● 6.45	2.44	● 3.05
Barking Dog Complaint - Stage 1	9	7	78	65	12	0	3	● 2.43	● 2.68	● 2.90	0.63	● 2.44
Barking Dog Complaint - Stage 2 LLEO Use Only	3	3	7	4	3	0	30	● 6.25	● 15.35	● 17.03	10.44	● 10.75
Vector Misting	0	0	2	0	2	2	7	● 0.00	● 1.10	● 1.05	1.12	● 0.91
Nuisance Vehicle	7	5	16	13	5	0	10	● 5.23	● 6.20	● 6.02	3.77	● 6.00
Wandering Animals (dogs, cats, poultry)	20	20	129	98	30	0	10	● 0.60	● 1.04	● 0.92	0.65	● 0.86
Wandering Stock	7	6	23	16	8	0	10	● 1.25	● 3.89	● 6.22	2.19	● 4.31



**COMMUNITY STANDARDS AND  
COMPLIANCE MONTHLY  
OPERATIONS REPORT FOR JUNE  
2016**

**Financial Matters Report for June 2016**

**Meeting Date: 2 August 2016**

**Attachment No: 3**



End of Month General Ledger - (Operating Only) - HEALTH & ENVIRONMENT

As At End Of June

Report Run: 21-Jul-2016 16:08:23 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	100% of Year Gone
<b>COMMUNITY SERVICES</b>							
<b>HEALTH &amp; ENVIRONMENT</b>							
<u>Pest Management</u>							
Revenues	(3,000)	(2,000)	0	(1,701)	(1,701)	57%	✘
Expenses	712,240	675,440	15,268	543,329	558,597	78%	✔
Transfer / Overhead Allocation	147,400	147,200	0	98,201	98,201	67%	✔
<b>Total Unit: Pest Management</b>	<b>856,640</b>	<b>824,640</b>	<b>15,268</b>	<b>639,828</b>	<b>655,097</b>	<b>76%</b>	<b>✔</b>
<u>Environment Health</u>							
Revenues	(155,900)	(156,050)	0	(198,221)	(198,221)	127%	✔
Expenses	770,928	713,829	0	544,891	544,891	71%	✔
Transfer / Overhead Allocation	67,000	67,200	0	34,601	34,601	52%	✔
<b>Total Unit: Environment Health</b>	<b>682,028</b>	<b>624,979</b>	<b>0</b>	<b>381,271</b>	<b>381,271</b>	<b>56%</b>	<b>✔</b>
<u>Vector Management</u>							
Revenues	(2,000)	(57,100)	0	(35,010)	(35,010)	1750%	✔
Expenses	506,380	488,380	4,127	398,662	402,789	80%	✔
Transfer / Overhead Allocation	80,000	82,050	0	65,092	65,092	81%	✔
<b>Total Unit: Vector Management</b>	<b>584,380</b>	<b>513,330</b>	<b>4,127</b>	<b>428,745</b>	<b>432,872</b>	<b>74%</b>	<b>✔</b>
<u>Local Laws</u>							
Revenues	(1,131,000)	(1,288,000)	0	(1,384,924)	(1,384,924)	122%	✔
Expenses	1,795,357	2,031,800	179,626	1,796,468	1,976,094	110%	✘
Transfer / Overhead Allocation	235,330	245,130	0	183,182	183,182	78%	✔
<b>Total Unit: Local Laws</b>	<b>899,687</b>	<b>988,930</b>	<b>179,626</b>	<b>594,726</b>	<b>774,352</b>	<b>86%</b>	<b>✔</b>
<u>CS&amp;C Support</u>							
Expenses	563,678	649,560	5,171	529,823	534,995	95%	✔
Transfer / Overhead Allocation	0	0	0	78	78	0%	✘
<b>Total Unit: CS&amp;C Support</b>	<b>563,678</b>	<b>649,560</b>	<b>5,171</b>	<b>529,902</b>	<b>535,073</b>	<b>95%</b>	<b>✔</b>
<u>CS&amp;C Management</u>							

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	100% of Year Gone
Expenses	204,173	199,673	0	178,174	178,174	87%	✓
<b>Total Unit: CS&amp;C Management</b>	<b>204,173</b>	<b>199,673</b>	<b>0</b>	<b>178,174</b>	<b>178,174</b>	<b>87%</b>	<b>✓</b>
<b>Total Section: HEALTH &amp; ENVIRONMENT</b>	<b>3,790,586</b>	<b>3,797,112</b>	<b>204,193</b>	<b>2,752,647</b>	<b>2,956,839</b>	<b>78%</b>	<b>✓</b>
<b>Total Department: COMMUNITY SERVICES</b>	<b>3,790,586</b>	<b>3,797,112</b>	<b>204,193</b>	<b>2,752,647</b>	<b>2,956,839</b>	<b>78%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>3,790,586</b>	<b>3,797,112</b>	<b>204,193</b>	<b>2,752,647</b>	<b>2,956,839</b>	<b>78%</b>	<b>✓</b>

**8.2 PLANNING SECTION MONTHLY OPERATIONS REPORT FOR JUNE 2016**

**File No:** 7028  
**Attachments:** 1. Monthly Report - June 2016  
**Authorising Officer:** Peter Owens - Acting General Manager Community Services  
**Author:** Tarnya Fitzgibbon - Coordinator Development Assessment

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**SUMMARY**

*The monthly operations report for the Planning Section as at 30 June 2016 is presented for Councillors information.*

**OFFICER'S RECOMMENDATION**

THAT the Planning Section report for June be received.

**COMMENTARY**

The monthly operations report for the Planning Section is attached for Council's consideration. The Performance information contained within the attached report relates directly to the adopted 2015/16 Operational Plan Key Performance Indicators.

The Manager's performance summary for each of the units is provided below.

**Development Assessment**

The Development Assessment team had a successful month but it did not reach all of its targets. It had one information request sent outside of the timeframes in the *Sustainable Planning Act 2009*. It also had two decisions that were made just outside of the 20 business day timeframe, although the decision notices were delivered within the required timeframe.

**Building & Plumbing**

The building team has slightly dropped in its performance with 66% of decisions being made within the 20 business day timeframe. It should be remembered that there is only one person undertaking all of the tasks required for the building team.

The plumbing team had another good month with 94% of its compliance requests being decided within 20 business days.

**CONCLUSION**

It is recommended that the monthly operations report for the Planning Section be received.

# **PLANNING SECTION MONTHLY OPERATIONS REPORT FOR JUNE 2016**

## **Monthly Report - June 2016**

**Meeting Date: 2 August 2016**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT**  
**PLANNING SECTION**  
**Period Ended JUNE 2016**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

*NIL.*

***Improvements / Deterioration in Levels of Services or Cost Drivers***

*NIL.*

**LINKAGES TO OPERATIONAL PLAN**

**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

The response times for completing the predominant customer requests in the reporting period for *JUNE* are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q4
			Received	Completed								
Building Enquiry - General Info/Admin etc	108	14	27	16	105	1	5	● 2.44	● 16.78	● 15.06	6.19	● 6.18
Other Building Compliant Issue	71	3	4	1	71	0	1	● 5.00	● 28.63	● 23.20	8.89	● 5.00
Planning Compliance Request/Enquiry	70	7	11	5	67	0	45	● 5.20	● 11.51	● 17.01	14.38	● 7.82
Duty Planner (New Enquiry)	10	9	118	115	4	0	1	● 0.62	● 0.64	● 1.11	0.97	● 0.60
Telephone Enquiry (Existing Application/Call Back)	5	3	25	24	3	1	1	● 1.50	● 0.89	● 0.79	1.64	● 1.22
Plumbing Issues General	16	4	14	11	15	1	5	● 3.00	● 5.18	● 6.99	2.90	● 3.17

***Comments & Additional Information***

*Nil*

**2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS**

***Safety Statistics***

The safety statistics for the reporting period are:

	FIRST QUARTER		
	April	May	June
<b>Number of Lost Time Injuries</b>	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0
<b>Total Number of Incidents Reported</b>	1	0	0
<b>Number of Incomplete Hazard Inspections</b>	0	1	0

***Risk Management Summary***

Example from Section Risk Register (excludes risks accepted/ALARP)

**Please Note:** The risks listed below are ‘what if’ scenarios and do not necessarily reflect what has occurred.

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Failure to address general long term planning needs for the community will result in lower quality development, less development overall, continued poor economic and community performance indicators, and lost opportunities in pursuit of achieving elevation of Rockhampton's reputation to an exceptional regional city.	Very High	Develop strategies to address threat, train existing staff to address, and hire staff with required skill sets. Educate community, develop strategic partnerships, and identify external resources.	N/A		
Changes to State law that reduce revenues for essential Council services, e.g. Development Assessment will result in less capacity to provide planning services, requiring supplemental funding from other sources, e.g. increased rates.	High 4	Monitor and respond when and as appropriate	N/A		
Failure to collect revenue results in fewer funds available and lack of confidence in Council business practices.	High 5	Process and workflow to address has been developed and approved by Council.	31/12/16	70%	Report going to Committee
Continuing changes to state legislation and regulatory requirements on Council increase the risk of Council	Moderate 5	Respond as events occur and provide submissions to articulate impacts on	N/A		



Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
not being able to fully comply with all requirements. Consequences include possible fines, further limitations on Council functions, failure to provide essential resources to enable Council to achieve regional development objectives.		RRC operations			

### ***Legislative Compliance & Standards***

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	57%	Have advised to update and send copies through to HR.
Outdated legislative compliance mandatory training and/or qualifications	Various	100%	All 'Cracking the Codes' are up to date and are waiting to be send through to HR.
Overdue performance reviews	Various	100%	

### **3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

No capital projects are relevant to the Planning Section.

### **4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Rockhampton Regional Planning Scheme	N/A	N/A	N/A	This project is a large operational plan that spans over several years

### **5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS**

Service Delivery Standard	Target	Current Performance
<b>Development Assessment</b>		
Applications received:	18	
Applications decided:	22	
Acknowledgement notices (where required) sent out within 10 business days of application being properly made	100%	100%
Information requests (where required) sent out within timeframes required under SPA	100%	95%
Decisions are made within 20 business day timeframe once decision stage commences (or extended timeframe permitted under SPA)	100%	90%
Decision notices are issued within 5 business days of the decision being made	100%	100%

<b>Building</b>		
Applications received:	23	
Applications decided:	29	
Building Approvals - Decisions are made within 20 business day timeframe	100%	66%
<b>Plumbing</b>		
Applications received:	33	
Applications decided:	32	
Compliance request are decided within 20 business day timeframe	100%	94%

FINANCIAL MATTERS



**As At End Of June**  
Report Run: 20-Jul-2016 14:30:37 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$
<b>REGIONAL SERVICES</b>					
<b>DEVELOPMENT &amp; BUILDING</b>					
<i>Development Assessment</i>					
Revenues	(726,750)	0	0	(52,880)	(52,880)
Expenses	1,329,207	0	0	34,269	34,269
Transfer / Overhead Allocation	35,000	0	0	1,308	1,308
<b>Total Unit: Development Assessment</b>	<b>637,457</b>	<b>0</b>	<b>0</b>	<b>(17,303)</b>	<b>(17,303)</b>
<i>Building Compliance</i>					
Revenues	(745,000)	0	0	(36,404)	(36,404)
Expenses	975,699	0	0	10,392	10,392
Transfer / Overhead Allocation	(220,920)	0	0	(19,319)	(19,319)
<b>Total Unit: Building Compliance</b>	<b>9,779</b>	<b>0</b>	<b>0</b>	<b>(45,332)</b>	<b>(45,332)</b>
<i>Development &amp; Building Management</i>					
Expenses	278,997	0	0	6,048	6,048
<b>Total Unit: Development &amp; Building Management</b>	<b>278,997</b>	<b>0</b>	<b>0</b>	<b>6,048</b>	<b>6,048</b>
<b>Total Section: DEVELOPMENT &amp; BUILDING</b>	<b>926,233</b>	<b>0</b>	<b>0</b>	<b>(56,588)</b>	<b>(56,588)</b>
<b>Total Department: REGIONAL SERVICES</b>	<b>926,233</b>	<b>0</b>	<b>0</b>	<b>(56,588)</b>	<b>(56,588)</b>
<b>Grand Total:</b>	<b>926,233</b>	<b>0</b>	<b>0</b>	<b>(56,588)</b>	<b>(56,588)</b>

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### 8.3 INFORMATION ON PROGRESS OF POUND PROJECT

<b>File No:</b>	<b>3275</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Peter Owens - Acting General Manager Community Services</b>
<b>Author:</b>	<b>Cheryl Haughton - Manager Communities and Facilities</b>

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#### SUMMARY

*An update on progress with the Pound project is provided for the information of Councillors.*

#### OFFICER'S RECOMMENDATION

THAT the report on progress with the Pound project be received.

#### COMMENTARY

Following Council resolution to establish a new animal pound at Lot 141 Capricorn Highway Gracemere, tenders were called and awarded for design and construct of the facility. At the end of June it was agreed that the Communities and Facilities section would take responsibility for the delivery of the project, and it was formally handed over on 11 July.

The design has been reviewed in discussions with Carolyn Johnston from Reinforcements Pty Ltd, RSPCA representatives, and operational staff, with minor changes made to the building configuration.

A request for information (RFI) from the Development Assessment unit in relation to the Development Application previously submitted was received on 14 July raising a number of issues as follows:

- Waste management strategy
- Water supply and sewerage strategy indicating how the development will be connected to the reticulated water supply and sewerage network
- Evidence of consent from the Department of Transport and Main Roads (TMR) for the proposed works in relation to a state controlled road
- Drawing of access driveway located within the Capricorn Highway road reserve and plan for swept vehicle paths
- Storm water management plan
- Site plan with hazard overlays

In response to these issues a Waste Management report was completed and a meeting held with staff from Fitzroy River Water and the Infrastructure Design team to consider further issues raised in the RFI. It is anticipated that the Design team will be able to supply the required information for the DA within 3 – 4 weeks. Once this design work has been completed approval will need to be sought from Transport and Main Roads and it is anticipated that this may take several weeks to obtain.

It was also discovered that a considerable amount of fill and several concrete bridge structures had been deposited and stored on the site. The Manager Civil Operations has agreed to move this as it would impede on the site for the pound facility.

The current budget allocation for the project is \$800,000 in 2016-17, \$400,000 in 2017-18, and an estimated carryover amount of \$340,000 from the 15-16 year. The tendered amount for the design and construct was almost \$1.1million. However, it has been identified that the current scope and budget estimates do not include any provision for the following items:

- Security, including controlled access

- Internal and external access roads
- Fencing, including controlled access gates
- External dog wash area as recommended by RSPCA, consultants and staff
- Fitzroy River Water infrastructure costs
- Internal operational fitout – dog bedding and cat cages; hydro bath; office furniture; appliances (refrigerators, washing machines, dishwasher); data connectivity

Costing estimates are being sought for these items.

### **CONCLUSION**

The original project timeline allowed for a 20 week construction period commencing from 22 July with completion in December 2016. However, given the changes and the timeframe for design required for the DA and TMR approvals, it is anticipated that the project will not be able to be completed by this date.

A more detailed assessment of the project budget position is being undertaken and will be reported to Council when the design and approval process is completed.

**9 NOTICES OF MOTION**

Nil

**10 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.*

**11 CLOSURE OF MEETING**