



# **PLANNING AND REGULATORY COMMITTEE MEETING**

## **AGENDA**

**4 OCTOBER 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 4 October 2016 commencing at 9.00am for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be "C. R.", written over a horizontal line.

**CHIEF EXECUTIVE OFFICER**  
28 September 2016

Next Meeting Date: 18.10.16

**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)  
Acting Mayor, Councillor C R Rutherford  
Councillor N K Fisher  
Councillor M D Wickerson

In Attendance:

Mr M Rowe – General Manager Community Services (Executive Officer)  
Mr E Pardon – Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

Councillor Margaret Strelow - Leave of Absence from 13 September 2016 to 4 October 2016

**4 CONFIRMATION OF MINUTES**

Minutes of the Planning and Regulatory Committee held 20 September 2016

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

## **6 BUSINESS OUTSTANDING**

### **6.1 BUSINESS OUTSTANDING TABLE FOR PLANNING AND REGULATORY COMMITTEE**

**File No:** 10097

**Attachments:** 1. **Business Outstanding Table for Planning and Regulatory Committee**

**Authorising Officer:** Evan Pardon - Chief Executive Officer

**Author:** Evan Pardon - Chief Executive Officer

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#### **SUMMARY**

*The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Planning and Regulatory Committee is presented for Councillors' information.*

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

THAT the Business Outstanding Table for the Planning and Regulatory Committee be received.

# **BUSINESS OUTSTANDING TABLE FOR PLANNING AND REGULATORY COMMITTEE**

## **Business Outstanding Table for Planning and Regulatory Committee**

**Meeting Date: 4 October 2016**

**Attachment No: 1**

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
16 August 2016	Letter of Acknowledgement to Bajool/Marmor Rate Payers Association	THAT a letter be sent to the Bajool/Marmor Rate Payers Association acknowledging their cooperation and support in the recent Multius Court Case.	Steven Gatt	30/08/16	
06 September 2016	Request for investigations into parking requirements	THAT a request for an investigation into parking requirements and street safety at the intersections of Foulkes Street and Springfield Drive, Norman Gardens and Stewart Street and Somerset Road, Gracemere be referred to Infrastructure committee.	Martin Crow	20/09/16	



**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## **8 OFFICERS' REPORTS**

### **8.1 MONTHLY OPERATIONS REPORT FROM COMMUNITY STANDARDS AND COMPLIANCE UNIT FOR AUGUST 2016**

**File No:** 1464

**Attachments:**

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

**Authorising Officer:** Michael Rowe - General Manager Community Services

**Author:** Steven Gatt - Manager Planning & Regulatory Services

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#### **SUMMARY**

*The monthly Operations Report for Community Standards and Compliance Section as at 31 August 2016 is presented for Councillor's information.*

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

THAT the Community Standards and Compliance Monthly Operations Report for August 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 August 2016.

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

**MONTHLY OPERATIONS REPORT  
FROM COMMUNITY STANDARDS AND  
COMPLIANCE UNIT FOR AUGUST 2016**

**Monthly Operations Report From  
Community Standards and Compliance  
Unit for August 2016**

**Meeting Date: 4 October 2016**

**Attachment No: 1**

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

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

*Nil*

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

**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 August 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:

	June	July	August
<b>Number of Lost Time Injuries</b>	0	1	0
<b>Number of Days Lost Due to Injury</b>	0	2	0
<b>Total Number of Incidents Reported</b>	0	2	1
<b>Hazard Inspections Completed</b>	1	0	2

### ***Risk Management Summary***

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

<b>Risk</b>	<b>Current Risk Rating</b>	<b>Future Control &amp; Risk Treatment Plans</b>	<b>Due Date</b>	<b>% Completed</b>
<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	5%
<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. Review 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	\$20 000.00	\$10 409.16	52.04%	Renewals issued
Micro Chipping Days	\$17 000.00	-	-	Scheduled later in year

**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%	22%
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	100%	11%
Annual inspection of devolved licensed environmentally relevant activities undertaken	100%	0%

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 June	Registrations July	Registrations August	Current total
Dogs Registered	489	3803	6833	10636
Dangerous Dogs	0	0	2	28
Menacing Dogs	0	0	0	44
Restricted Dog	0	0	0	1

**Infringements Issued**

Description	June	July	August	Financial YTD
Parking Infringements	589	533	798	1331
Animal Infringements	136	103	84	187
Local Law Infringements	1	4	9	13
Total	726	640	891	1531

**FINANCIAL MATTERS**

The Financial Matters report is outlined in Attachment 3.



# **MONTHLY OPERATIONS REPORT FROM COMMUNITY STANDARDS AND COMPLIANCE UNIT FOR AUGUST 2016**

## **Traffic Light Report for August 2016**

**Meeting Date: 4 October 2016**

**Attachment No: 2**



## All Monthly Requests (Priority 3) Community Standards Compliance 'Traffic Light' report August 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)
			Received	Completed							
Dog Registration Enquiry	183	178	761	563	201	0	10	● 4.90	● 4.88	● 4.33	3.37
Animals (more than permitted number)	5	4	8	6	3	0	30	● 3.50	● 8.30	● 11.30	6.97
Comm Compliance Barking Letter/Visitors Advice	1	1	5	5	0	0	5	● 0.60	● 2.35	● 2.94	2.04
Dog Attack on Animal (Confirmed)	0	0	0	0	0	0	10	● 0.00	● 0.00	● 0.00	0.00
Dog Attack on Person (Fear) CSO	12	8	19	6	17	0	20	● 3.50	● 15.27	● 24.36	9.85
Dog Attack on Animal (Alleged) CSO	12	8	13	1	14	0	20	● 6.00	● 16.39	● 162.33	9.83
Dog Attack on Person (Bite) CSO	3	1	5	2	5	0	20	● 14.00	● 14.71	● 16.19	8.24
Heavy Vehicle Parking	1	1	0	0	0	0	10	● 0.00	● 4.00	● 4.41	3.16
Overgrown Allotments	25	15	39	16	33	0	45	● 3.00	● 12.75	● 15.19	12.35
Regulated Parking	9	9	27	23	1	0	10	● 7.52	● 9.83	● 7.88	5.94
Dust Complaint	1	1	3	2	1	0	10	● 0.00	● 2.00	● 4.58	3.18
Litter/Illegal Dumping	0	0	11	7	4	0	20	● 3.86	● 5.52	● 7.37	6.25
Noise Complaint	0	0	3	2	1	0	10	● 5.50	● 3.43	● 6.33	2.27
Barking Dog Complaint - Stage 1	10	9	77	60	18	0	3	● 1.78	● 2.53	● 3.14	0.66
Barking Dog Complaint - Stage 2 LLEO Use Only	7	7	12	3	9	0	30	● 10.33	● 12.40	● 14.66	9.57
Vector Misting	31	31	36	36	0	0	7	● 1.39	● 1.14	● 1.08	1.08
Nuisance Vehicle	9	9	33	25	8	0	10	● 11.72	● 8.60	● 7.17	5.39
Wandering Animals (dogs, cats, poultry)	27	27	119	101	18	0	10	● 0.79	● 0.94	● 0.92	0.66
Wandering Stock	4	2	31	26	7	0	10	● 2.04	● 4.23	● 4.90	2.05

**MONTHLY OPERATIONS REPORT  
FROM COMMUNITY STANDARDS AND  
COMPLIANCE UNIT FOR AUGUST 2016**

**Financial Matters Report for August  
2016**

**Meeting Date: 4 October 2016**

**Attachment No: 3**



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

As At End Of August

Report Run: 07-Sep-2016 15:06:31 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	16.7% of Year Gone
<b>COMMUNITY SERVICES</b>							
<b>HEALTH &amp; ENVIRONMENT</b>							
<u>Pest Management</u>							
Revenues	(1,500)	0	0	(109)	(109)	7% ✘	
Expenses	701,265	0	33,470	58,763	92,233	13% ✓	
Transfer / Overhead Allocation	170,200	0	0	15,801	15,801	9% ✓	
<b>Total Unit: Pest Management</b>	<b>869,965</b>	<b>0</b>	<b>33,470</b>	<b>74,455</b>	<b>107,924</b>	<b>12% ✓</b>	
<u>Environment Health</u>							
Revenues	(161,150)	0	0	(43,267)	(43,267)	27% ✓	
Expenses	763,111	0	4,545	73,518	78,063	10% ✓	
Transfer / Overhead Allocation	67,200	0	0	4,572	4,572	7% ✓	
<b>Total Unit: Environment Health</b>	<b>669,161</b>	<b>0</b>	<b>4,545</b>	<b>34,823</b>	<b>39,368</b>	<b>6% ✓</b>	
<u>Vector Management</u>							
Revenues	(15,100)	0	0	(27)	(27)	0% ✘	
Expenses	503,431	0	23,335	55,040	78,375	16% ✓	
Transfer / Overhead Allocation	80,000	0	0	9,981	9,981	12% ✓	
<b>Total Unit: Vector Management</b>	<b>568,331</b>	<b>0</b>	<b>23,335</b>	<b>64,994</b>	<b>88,329</b>	<b>16% ✓</b>	
<u>Local Laws</u>							
Revenues	(1,379,700)	0	0	(457,586)	(457,586)	33% ✓	
Expenses	2,569,848	0	289,217	249,120	538,337	21% ✘	
Transfer / Overhead Allocation	251,600	0	0	35,158	35,158	14% ✓	
<b>Total Unit: Local Laws</b>	<b>1,441,748</b>	<b>0</b>	<b>289,217</b>	<b>(173,309)</b>	<b>115,909</b>	<b>8% ✓</b>	
<u>CS&amp;C Support</u>							
Expenses	682,948	0	10,147	90,041	100,188	15% ✓	
Transfer / Overhead Allocation	0	0	0	594	594	0% ✘	
<b>Total Unit: CS&amp;C Support</b>	<b>682,948</b>	<b>0</b>	<b>10,147</b>	<b>90,636</b>	<b>100,782</b>	<b>15% ✓</b>	
<u>CS&amp;C Management</u>							
Expenses	410,449	0	0	20,188	20,188	5% ✓	

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 16.7% of Year Gone
Transfer / Overhead Allocation	0	0	0	602	602	0%	✗
<b>Total Unit: CS&amp;C Management</b>	<b>410,449</b>	<b>0</b>	<b>0</b>	<b>20,789</b>	<b>20,789</b>	<b>5%</b>	<b>✓</b>
<b>Total Section: HEALTH &amp; ENVIRONMENT</b>	<b>4,642,601</b>	<b>0</b>	<b>360,713</b>	<b>112,388</b>	<b>473,102</b>	<b>10%</b>	<b>✓</b>
<b>Total Department: COMMUNITY SERVICES</b>	<b>4,642,601</b>	<b>0</b>	<b>360,713</b>	<b>112,388</b>	<b>473,102</b>	<b>10%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>4,642,601</b>	<b>0</b>	<b>360,713</b>	<b>112,388</b>	<b>473,102</b>	<b>10%</b>	<b>✓</b>

**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**