



PLANNING AND REGULATORY COMMITTEE MEETING

AGENDA

25 JUNE 2019

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 25 June 2019 commencing at 9.00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. P.", written in a cursive style.

CHIEF EXECUTIVE OFFICER
18 June 2019

Next Meeting Date: 09.07.19

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.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT	1
3	APOLOGIES AND LEAVE OF ABSENCE	1
4	CONFIRMATION OF MINUTES.....	1
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA	1
6	BUSINESS OUTSTANDING	2
	NIL	2
7	PUBLIC FORUMS/DEPUTATIONS	3
	NIL	3
8	OFFICERS' REPORTS	4
8.1	D/41-2018 - MINOR CHANGE TO DEVELOPMENT PERMIT FOR OPERATIONAL WORKS FOR AN ADVERTISING DEVICE (BILLBOARD SIGN)	4
8.2	DECISIONS UNDER DELEGATION - MAY 2019	17
8.3	MONTHLY OPERATIONS REPORT FOR PLANNING & REGULATORY SERVICES - MAY 2019	19
9	NOTICES OF MOTION	41
	NIL	41
10	URGENT BUSINESS/QUESTIONS	42
11	CLOSURE OF MEETING.....	43

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:

Ms C Worthy – General Manager Community Services (Executive Officer)
Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Planning and Regulatory Committee held 28 May 2019

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 D/41-2018 - MINOR CHANGE TO DEVELOPMENT PERMIT FOR OPERATIONAL WORKS FOR AN ADVERTISING DEVICE (BILLBOARD SIGN)

File No: D/41-2018

Attachments:

1. [Locality Plan](#)
2. [Site Plan](#)
3. [Elevations Plan](#)

Authorising Officer: Amanda O'Mara - Acting Coordinator Development Assessment
Steven Gatt - Manager Planning and Regulatory Services
Colleen Worthy - General Manager Community Services

Author: Bevan Koelmeyer - Planning Officer

SUMMARY

Development Application Number: D/41-2018

Applicant: Matzin Capital Pty Ltd C/- Jensen Bowers Group Consultants Pty Ltd

Real Property Address: Lots 0, 1 and 2 on BUP100002, Parish of Rockhampton

Common Property Address: 102, 1/102 and 2/102 Denham Street, Rockhampton City

Area of Site: 696 square metres

Planning Scheme: Rockhampton Region Planning Scheme 2015

Planning Scheme Zone: Specialised Centre Zone

Planning Scheme Overlays: None Applicable

Existing Development: Two (2) office units

Existing Approvals: Various building approvals

Approval Sought: Minor Change to Development Permit D/41-2018 for Operational Works for an Advertising Device (Billboard Sign)

Level of Assessment: Code Assessable

Referral Agency(s): None Applicable

Infrastructure Charges Area: Charge Area 1

OFFICER'S RECOMMENDATION

RECOMMENDATION A:

THAT in relation to the application for a request for a Minor Change to Development Permit D/41-2018 for Operational Works for an Advertising Device (Billboard Sign), made by Matzin Capital Pty Ltd, on land located at 102, 1/102 and 2/102 Denham Street, Rockhampton City, described as Lots 0-2 on BUP100002, Parish of Rockhampton - Council resolves that:

1. Item 5 and Condition 2.1 be amended by replacing:

<u>Plan/Document Name</u>	<u>Prepared by</u>	<u>Date</u>	<u>Reference No.</u>	<u>Version/Issue</u>
Site Plan	Espin Capital Pty Ltd	2 July 2018	S1 of 2	Rev 3
Site and Plan View	Espin Capital Pty Ltd	2 July 2018	S2 of 2	Rev 3
Traffic Engineering Assessment	Pekol Traffic & Transport	19 July 2018	18-403	Version 2
Material Selection	Maarch*	13 July 2018	18021	-

With

<u>Plan/Document Name</u>	<u>Prepared by</u>	<u>Date</u>	<u>Reference No.</u>	<u>Version/Issue</u>
Site Plan	Espin Capital Pty Ltd	17 May 2019	S1 of 2	Rev 4
Site and Plan View	Espin Capital Pty Ltd	17 May 2019	S2 of 2	Rev 4
Traffic Engineering Assessment	Pekol Traffic & Transport	19 July 2018	18-403	Version 2
Material Selection	Maarch*	13 July 2018	18021	-

2. Condition 7.5 be amended by replacing:

The Advertising Device (Digital Billboard Sign) must be designed and certified by a Registered Professional Engineer of Queensland and constructed in accordance with the requirements of the Queensland Development Code and the Building Code of Australia.

With

The Advertising Device (Billboard Sign) must be designed and certified by a Registered Professional Engineer of Queensland and constructed in accordance with the requirements of the Queensland Development Code and the Building Code of Australia.

3. Condition 7.8 be amended by replacing:

The Advertising Device (Digital Billboard Sign) must be maintained in a safe, clean, tidy and sightly condition at all times.

With

The Advertising Device (Billboard Sign) must be maintained in a safe, clean, tidy and sightly condition at all times.

RECOMMENDATION B:

That in relation to the above changes, Council resolves to issue an Amended Decision Notice:

1.0 ADMINISTRATION

1.1 The Developer and his 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 of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.
- 1.4 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
- 1.4.1 Building Works.
- 1.5 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, 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 the conditions of this permit:

<u>Plan/Document Name</u>	<u>Prepared by</u>	<u>Date</u>	<u>Reference No.</u>	<u>Version/Issue</u>
Site Plan	Espin Capital Pty Ltd	17 May 2019	S1 of 2	Rev 4
Site and Plan View	Espin Capital Pty Ltd	17 May 2019	S2 of 2	Rev 4
Traffic Engineering Assessment	Pekol Traffic & Transport	19 July 2018	18-403	Version 2
Material Selection	Maarch*	13 July 2018	18021	-

- 2.2 A set of the above approved plans are returned to you as the Consultant. The Consultant is to supply one (1) Approved set to the contractor to be retained on site at all times during construction.
- 2.3 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- 2.4 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Building Works.
- 2.5 The Developer is responsible for ensuring compliance with this approval and the Conditions of the approval by an employee, agent, contractor or invitee of the Developer.
- ## 3.0 OPERATING PROCEDURES
- 3.1 All text and images displayed on the billboard must be static, not imitate a traffic control device or include traffic instructions (for example ‘stop’), and not involve moving parts or flashing lights.
- 3.2 Any lighting devices associated with the signage, such as sensory lighting, must be positioned on the site and shielded so as not to cause glare or other nuisance to nearby residents or motorists. Night lighting must be designed, constructed and operated in accordance with ‘*Australian Standard AS4282 – Control of the obtrusive effects of outdoor lighting*’.

4.0 DIGITAL SCREEN DISPLAY FEATURES

- 4.1 The digital display screen of the Advertising Device must incorporate an automatic error detection system which will turn off the screen display or display a blank screen should the Advertising Device malfunction.
- 4.2 The Advertising Device display screen must incorporate a minimum of two (2) automated ambient light sensors capable of supporting a minimum of five (5) levels of stepped dimming to ensure display screen luminance can adjust automatically in response to surrounding ambient light conditions from dark of night to fully sunlit conditions.
- 4.3 The Advertising Device display screen must provide for on-site, operation, configuration and diagnosis of the screen display.
- 4.4 Messages must remain static for a minimum dwell time of 10 seconds and are not to scroll across the screen or incorporate flashing, blinking, revolving, pulsating, high contrast or rotating effects animation.
- 4.5 Each change of advertisement is to be completed instantaneously (i.e. within 0.1 of a second).

5.0 DIGITAL SCREEN ADVERTISEMENTS AND MOVEMENT

- 5.1 The Advertising Device display screen must not be split to display multiple advertisements on the one display screen.
- 5.2 Advertisements must not display text, photographs or symbols depicting, mimicking or that could be reasonably interpreted as a traffic control device.
- 5.3 Advertisements must not invite traffic to move contrary to any traffic control device, or turn where there is fast moving traffic.
- 5.4 Advertisements must only promote a single, self-contained advertising message that is clear, succinct, legible and easily understood at a glance. The use of text components in a sequential manner, whereby text refers to or is reliant on previous or successive screen displays in order to convey an advertising message is not permitted.

Note: An advertising message refers to the main point the advertisement is attempting to convey to its target audience. This condition seeks to ensure that drivers in particular are not required to spend an excessive amount of time reading and interpreting advertisements.

- 5.5 Changeover animation effects such as 'fade', 'zoom', or 'fly-in' between advertisements must not be used.
- 5.6 A blank black, white, or any coloured screen must not be displayed between advertisements.
- 5.7 Advertisement that comprise of, or incorporate moving visual images, such as videos or animations must not be displayed.

Note: Video refers to a recording or the streaming of moving visual images captured by or using a video camera. Animation refers to a simulation of movement created by displaying a series of pictures or frames either digitally or otherwise.

- 5.8 The Advertising Device must not be capable of playing audio nor synchronised with any outdoor sound system utilised for advertising purposes.

6.0 ASSET MANAGEMENT

- 6.1 Any damage to, or alterations necessary, to electricity, telephone, water mains, sewerage mains, stormwater drains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken immediately at full cost to the Developer.

7.0 ADVERTISING DEVICE CONSTRUCTION AND MAINTENANCE

- 7.1 Council reserves the right for uninterrupted access to the site at all times during construction.
- 7.2 All Construction work and other associated activities are permitted only between 0630 hours and 1800 hours Monday to Saturday. No work is permitted on Sundays or public holidays. All requirements of the Environmental Protection Act 1994 and Environmental Protection Regulations 2008 must be observed at all times.
- 7.3 Construction materials, waste, waste skips, machinery and contractors' vehicles must not be located and stored or parked in George Street.
- 7.4 Any proposed works within the vicinity (or zone of influence) of existing Council infrastructure will not adversely affect the integrity of the infrastructure. Any restoration works required on existing Council infrastructure as a result of proposed works will be at developer's expense.
- 7.5 The Advertising Device (Billboard Sign) must be designed and certified by a Registered Professional Engineer of Queensland and constructed in accordance with the requirements of the Queensland Development Code and the Building Code of Australia.
- 7.6 All conduits, wiring, switches or other control apparatus installed on an Advertising Device must be concealed from general view, with control apparatus secured in a manner to prevent unauthorised entry and display setting tampering.
- 7.7 All electrical services and systems must comply with 'Australian and New Zealand Standard AS/NZS 3000:2007 - Electrical Installations'.
- 7.8 The Advertising Device (Billboard Sign) must be maintained in a safe, clean, tidy and sightly condition at all times.

ADVISORY NOTES**NOTE 1. Aboriginal Cultural Heritage Act, 2003**

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 Multicultural Affairs website: www.datsima.qld.gov.au.

NOTE 2. Asbestos Removal

Any demolition and/or removal works involving asbestos materials must be undertaken in accordance with the requirements of the *Workplace Health and Safety* legislation and *Public Health Act 2005*.

NOTE 3. General Environmental Duty- Environmental Protection Act 1994, sec.319

A person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (the *general environmental duty*).

In deciding the measures required to be taken, regard must be had to, for example—

- a) the nature of the harm or potential harm; and
 - b) the sensitivity of the receiving environment; and
 - c) the current state of technical knowledge for the activity; and
 - d) the likelihood of successful application of the different measures that might be taken; and
-

- e) the financial implications of the different measures as they would relate to the type of activity.

NOTE 4. General Safety Of Public During Construction

The *Workplace Health and Safety Act* 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 5. Trees on Public Land

Please note that if the billboard sign is obscured by trees on public land, the trees will not be removed.

BACKGROUND

Development Application D/41-2018 was approved subject to conditions on 17 July 2018 for Operational Works for an Advertising Device (Billboard Sign). On 25 May 2019 the applicant submitted a minor change application to Council requesting to amend condition 2.1 and Item 5 to modify the approved plans. The proposed change to the approved plans seeks to replace the approved digital north-west sign-face with a static sign-face of the same size and elevation. Council also identified several minor amendments, required to the wording of Conditions 7.5 and 7.8 in order to reflect the aforementioned change. The current approval references the advertising device as a ‘Digital Billboard Sign’ with the proposed re-wording to describe the device generally as a ‘Billboard Sign’ to reflect the changes.

PLANNING ASSESSMENT

SUMMARY OF REPRESENTATIONS

The applicant’s change representations have been reviewed and recommendations are made as per the following comments:

Item 5 and Condition 2.1:

Applicant’s representation:

This condition required the approved development to be completed and maintained generally in accordance with the approved plans and documents. The applicant submitted an amended ‘site plan’ and ‘site and plan view’ to change the digital sign-face oriented north-west to be a static sign-face.

Officer’s Comment:

The proposed amendment to the approved plans is minor and consistent with the provisions of the *Rockhampton Region Planning Scheme 2015*. Therefore, the amended plans to reflect the aforementioned changes are recommended for approval.

Condition 7.5 and 7.8

Given the proposed amendment from a digital sign-face to a static sign-face, there was a minor conflict with the wording of these conditions which specifically references a ‘digital billboard sign’. The conditions should be amended to refer to the device as a ‘billboard sign’.

Council received the applicant’s agreement on 31 May 2019 to make this amendment to Conditions 7.5 and 7.8. Therefore, as requested by Council and agreed by the applicant, the abovementioned changes are recommended for approval.

STATEMENT OF REASONS

Description of the development	The proposed development is for a Minor Change to Development Permit D/41-2018 for Operational Works for an Advertising Device (Billboard Sign)
Reasons for Decision	a) The proposed advertising device (billboard sign) has been designed to integrate with the existing building through the use of appropriate screening materials to ensure impacts on the surrounding amenity are

	<p>minimised.</p> <p>b) The proposed advertising device is considered to be in keeping with the intent of the Specialised Centre Zone. Furthermore, the proposal generally complies with the provisions included in the applicable codes and where there is deviation from the codes, appropriate conditions can be implemented.</p> <p>c) The proposed use does not compromise the strategic framework in the <i>Rockhampton Region Planning Scheme 2015</i>;</p> <p>d) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity;</p> <p>e) The proposed development does not compromise the relevant <i>State Planning Policy</i>.</p>					
Assessment Benchmarks	<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> • Advertising Devices Code. 					
Compliance with assessment benchmarks	<p>The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exception listed below.</p> <table border="1" data-bbox="477 920 1409 1352"> <thead> <tr> <th data-bbox="477 920 687 1014">Assessment Benchmark</th> <th data-bbox="687 920 1409 1014">Reasons for the approval despite non-compliance with benchmark</th> </tr> </thead> <tbody> <tr> <td data-bbox="477 1014 687 1352">Advertising Devices Code</td> <td data-bbox="687 1014 1409 1352">The proposed advertising device (billboard sign) has been strategically designed to ensure impacts on the surrounding amenity are minimised. While the proposal exceeds the maximum sign face area, it meets the requirements established in the boundary length calculation method listed within the advertising devices planning scheme policy. In addition, the level and quality of technology and content can be conditioned, ensuring the visual impacts (illumination, animation) will not impede upon traffic and safety.</td> </tr> </tbody> </table>		Assessment Benchmark	Reasons for the approval despite non-compliance with benchmark	Advertising Devices Code	The proposed advertising device (billboard sign) has been strategically designed to ensure impacts on the surrounding amenity are minimised. While the proposal exceeds the maximum sign face area, it meets the requirements established in the boundary length calculation method listed within the advertising devices planning scheme policy. In addition, the level and quality of technology and content can be conditioned, ensuring the visual impacts (illumination, animation) will not impede upon traffic and safety.
Assessment Benchmark	Reasons for the approval despite non-compliance with benchmark					
Advertising Devices Code	The proposed advertising device (billboard sign) has been strategically designed to ensure impacts on the surrounding amenity are minimised. While the proposal exceeds the maximum sign face area, it meets the requirements established in the boundary length calculation method listed within the advertising devices planning scheme policy. In addition, the level and quality of technology and content can be conditioned, ensuring the visual impacts (illumination, animation) will not impede upon traffic and safety.					
Matters prescribed by regulation	<p>i) The <i>State Planning Policy – Part E</i>;</p> <p>ii) The <i>Central Queensland Regional Plan</i>;</p> <p>iii) The <i>Rockhampton Region Planning Scheme 2015</i>;</p> <p>iv) Surrounding use of adjacent premises in terms of commensurate and consistent development form; and</p> <p>v) The common material, being the material submitted with the application.</p>					

CONCLUSION

The proposed advertising device is considered to be in keeping with the intent of the Specialised Centre Zone. Furthermore, the proposal generally complies with the provisions included in the applicable codes and where there is deviation from the codes, sufficient justification has been provided. The proposal is, therefore, recommended for approval in accordance with the approved plans subject to the conditions outlined in the recommendations.

**D/41-2018 - MINOR CHANGE TO
DEVELOPMENT PERMIT FOR
OPERATIONAL WORKS FOR AN
ADVERTISING DEVICE
(BILLBOARD SIGN)**

Locality Plan

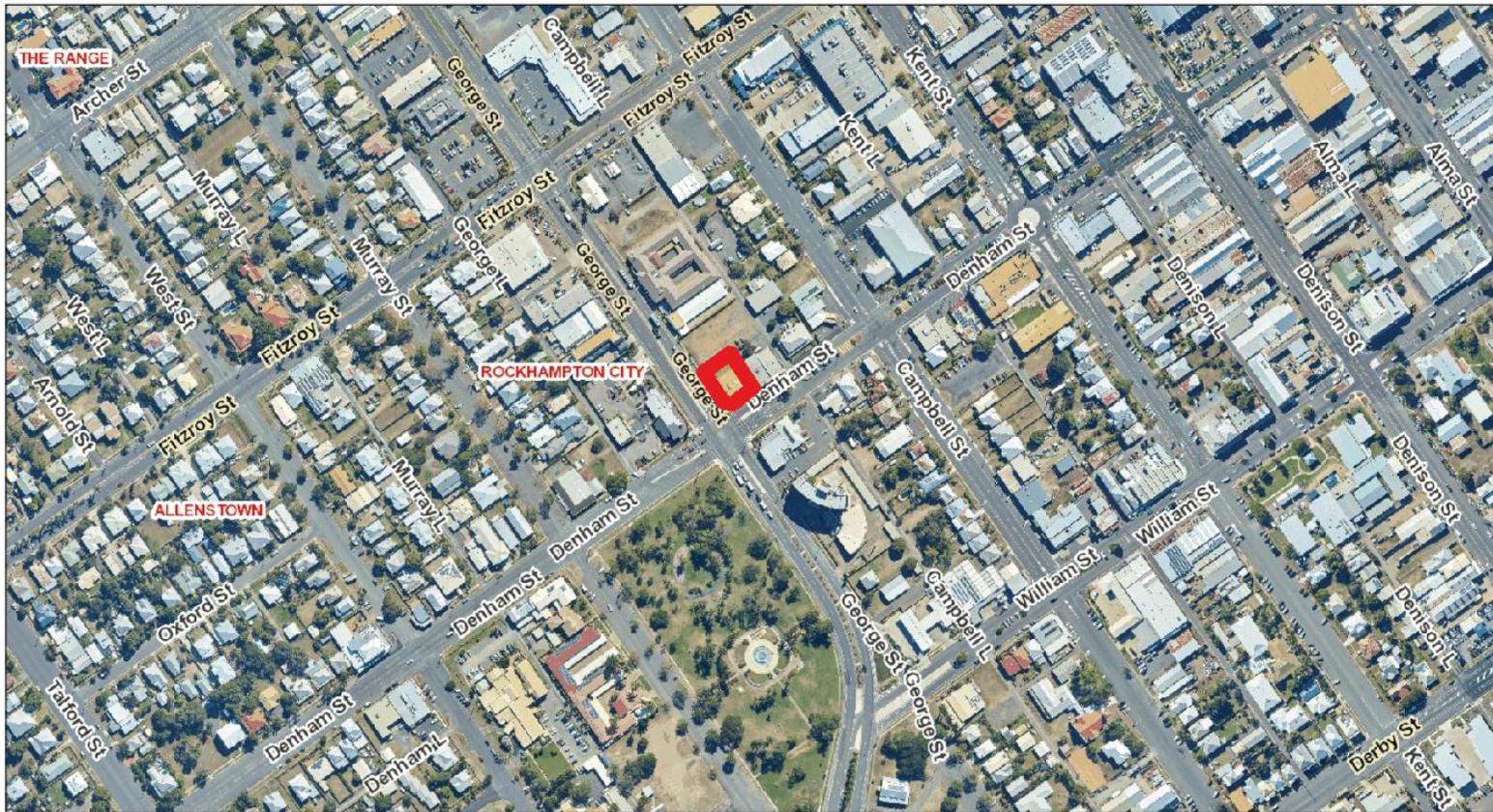
Meeting Date: 25 June 2019

Attachment No: 1

D/41-2018 - Locality Plan



A4 Page scale at 1: 4,011.71
Printed from GeoCortex on 08/08/2018



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**D/41-2018 - MINOR CHANGE TO
DEVELOPMENT PERMIT FOR
OPERATIONAL WORKS FOR AN
ADVERTISING DEVICE
(BILLBOARD SIGN)**

Site Plan

Meeting Date: 25 June 2019

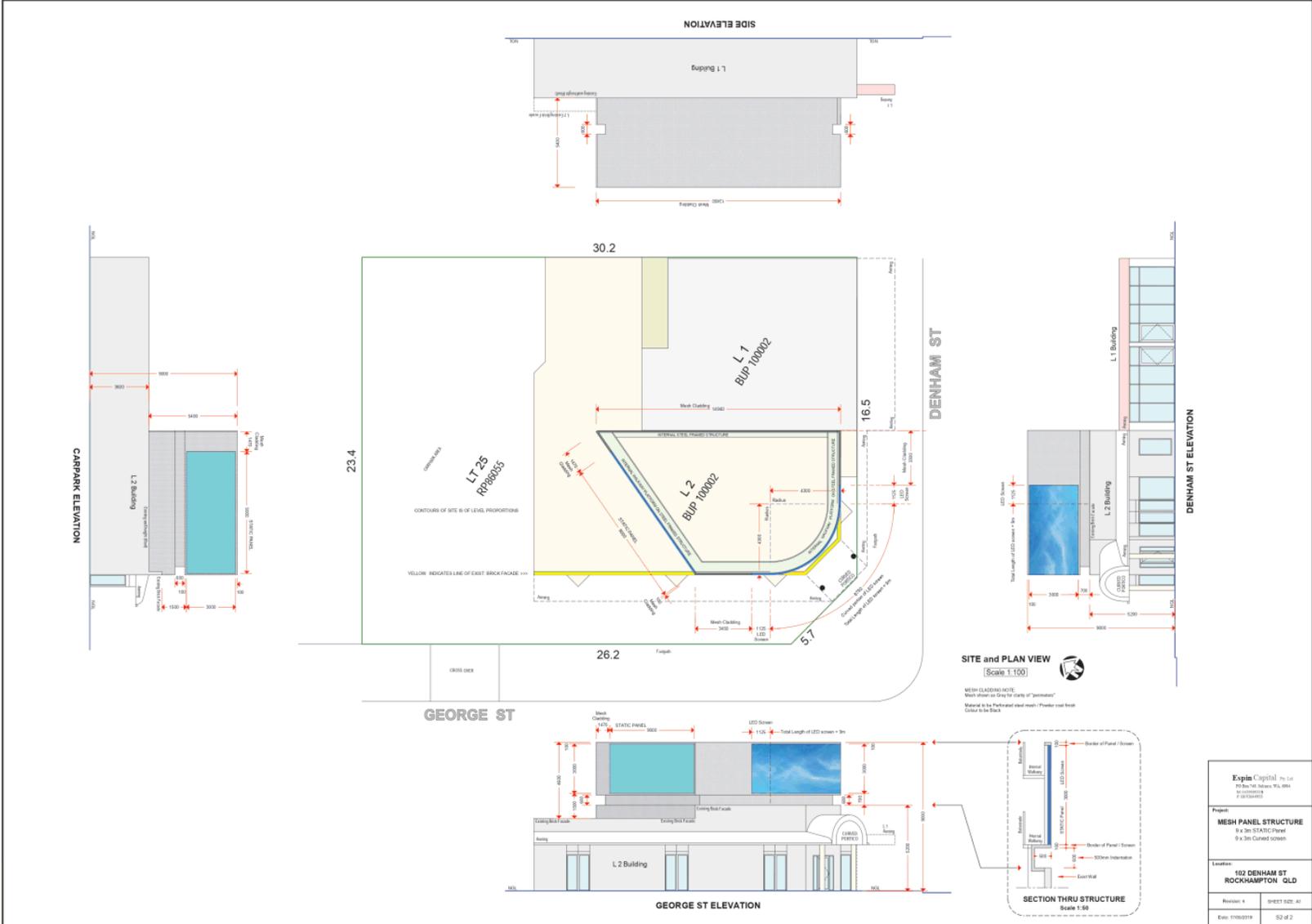
Attachment No: 2

**D/41-2018 - MINOR CHANGE TO
DEVELOPMENT PERMIT FOR
OPERATIONAL WORKS FOR AN
ADVERTISING DEVICE
(BILLBOARD SIGN)**

Elevations Plan

Meeting Date: 25 June 2019

Attachment No: 3



Expin Capital Pty Ltd 10/110 St Albans, VIC 3021 P 03 9499 1111 F 03 9499 1111	
Project	MESH PANEL STRUCTURE 9 x 3m STATIC PANEL 9 x 3m LED SCREEN
Location	102 DENHAM ST ROCKHAMPTON QLD
Revision #	SHEET SIZE: A1
Date: 1/10/2019	52 of 2

8.2 DECISIONS UNDER DELEGATION - MAY 2019

File No: 7028
Attachments: Nil
Authorising Officer: Steven Gatt - Manager Planning and Regulatory Services
 Colleen Worthy - General Manager Community Services
Author: Tarnya Fitzgibbon - Coordinator Development Assessment

SUMMARY

This report outlines the properly made development applications received in May 2019 and whether they will be decided under delegation or decided by Council.

OFFICER'S RECOMMENDATION

THAT this report into the applications lodged in May 2019 be received.

BACKGROUND

Matters are referred to Committee for decision where:

- Refusals;
- The development is inconsistent with the intent of the zone;
- Submissions are received during the notification period.

The following properly made applications were received in May 2019. They will be decided in the following manner:

Application type	Applicant	Address	Decision
D/36-2019 – Operational Works for Roadworks, Stormwater, Water Infrastructure, Sewage Infrastructure. The primary approval is a ROL (1 into 39 lots) – Forest Park Estate Stage 16.	Colaaco Pty Ltd	Lot 818 Farm Street, Norman Gardens	Delegation
D/38-2019 – ROL (10 lots into 10 lots)	Bronsan Pty Ltd	100 Struck Oil Road, Mount Morgan	Delegation
D/39-2019 – Operational Works for Earthworks and Landscaping. The primary approval is for a new Dwelling/Shed.	Civil Support Pty Ltd	4 Connemara Drive, Kawana	Delegation
D/40-2019 – ROL (3 lots into 3 lots)	Aurizon Operations Ltd	338-380 Bolsover Street, Depot Hill	Delegation

D/41-2019 – Building Works Assessable Against the Planning Scheme for Lighting Structures	Green Energy Queensland Pty Ltd	226 Victoria Street, Gracemere	Delegation
D/44-2019 – MCU for Dwelling House	BJ Armstrong	13 Haven Close, Norman Gardens	Delegation
D/45-2019 – Operational Works for Advertising Devices (1 canopy sign, 1 pylon sign, 6 wall signs)	Ppg Industries Australia Pty Ltd	301 Richardson Road, Kawana	Delegation

For some matters it is not possible to determine if they will go to Committee until the notification period ends. If there have been submissions the application will go to Committee to be decided.

CONCLUSION

This report outlines the applications received in May 2019 and the manner in which they will be decided.

8.3 MONTHLY OPERATIONS REPORT FOR PLANNING & REGULATORY SERVICES - MAY 2019

File No: 1464

Attachments: 1. **Monthly Operations Report for Planning & Regulatory Services - May 2019**[↓](#)

Authorising Officer: Colleen Worthy - General Manager Community Services

Author: Steven Gatt - Manager Planning and Regulatory Services

SUMMARY

The Monthly Operations Report for the Planning & Regulatory Services Section for May 2019 is presented for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Planning & Regulatory Services Monthly Operations Report for May 2019 be 'received'.

COMMENTARY

The monthly operations report for Planning & Regulatory Services is attached for Council's consideration. The performance information contained within the attached report relates directly to the adopted 2019/2020 Operational Plan Key Performance Indicators.

**MONTHLY OPERATIONS REPORT FOR
PLANNING & REGULATORY
SERVICES - MAY 2019**

**Monthly Operations Report for
Planning & Regulatory Services –
May 2019**

Meeting Date: 25 June 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

PLANNING & REGULATORY SERVICES

PERIOD ENDED MAY 2019



1. Operational Summary

Local Laws

We have reached a staggering 19,043 dogs registered within the Rockhampton Regional Council area, of these, 11,494 are desexed and microchipped. This is a phenomenal amount of dogs registered and can be attributed to the efforts of the unit and the various events/programs run over the past 12 months encouraging dog owners to register, microchip and desex their dog/s.

Education Programme

Part of the Pack, a new pet education program for primary schools was launched on 3 June 2019. The program's focus is principally about being safe and healthy around dogs and pets and aligns to aspects of the *Australian Curriculum Health and Physical Education: Personal, Social and Community Health learning area*. The sessions are targeted at different ages, with the older children also learning about the responsibilities that come with pet ownership. The program is delivered free of charge, includes a fun video featuring Sam Thaiday, a presentation and activity booklets. As part of the programme trained and socialised dog, "Willow" from Rockhampton Dog Obedience Club went along and met the kids teaching them an important lesson on "how to greet a dog".



Your Pet Your Responsibility

The Local Laws unit has developed a number of educational videos featuring Sam Thaiday as part of an entertaining new series targeted at dog owners in the region. The videos are aimed at delivering key pieces of information dog owners needs to know in a light-hearted but still informative manner.

A number of other new resources for pet owners were also launched on Councils website, including a Your Pet Your Responsibility Handbook and an in-depth video series with information on topics like keeping your animals contained and the need for microchipping and de-sexing.



RSPCA Million Paws Walk

On 19 May Local Laws Officers had a stall at the RSPCA Million Paws Walk, disseminating information on responsible pet ownership.

Development Engineering

The Development Engineering Unit contributed towards the successful delivery of the IPWEA CQ conference held at the Heritage Village on the 24th and 25th of the month. The conference had in the vicinity of 160 registrations and was one of the biggest CQ conferences ever held.

Representatives from the unit attended an erosion and sediment control workshop at the beginning of the month. The knowledge acquired will now be used to better inform Council's legislative requirements for new development throughout the region.

Development Assessment

The Development Assessment Unit has commenced using eLodgements for Building Works Assessable against the Planning Scheme, Material Change of Use, Reconfiguration of a Lot and Operational Works development applications. To date there have been no issues with using the new system. The service is available through eServices on the Council website.

Health & Environment

Environment and Public Health

An officer conducted food safety presentations for the food vendors that attended CQMA's Taste of the World. Officers attended Taste of the World and Paradise Lagoons Campdraft to conduct inspections of the food vendors trading at these events.

EHO's hosted a student from CQU during the month providing them with valuable insight into the industry and on the job skills.

Vector Management

On the 16th of May Council was made aware of a Dengue Case in Park Avenue, the affected person had no travel history to North Queensland or overseas during the time leading up to their infection, therefore it was determined to be a locally acquired case. The Vector team and the Environmental Health team in conjunction with Qld Health began conducting inspections and spraying of the properties within a 200 metre radius of the case house. Within two days, another case presented itself, this person had a history of overseas travel as well as a link to the Park Avenue area. Further cases have been identified in the target area since then, bringing the total cases to seven. Council continues to work with Qld Health.

Up until 4 June 2019 the following have been inspected:

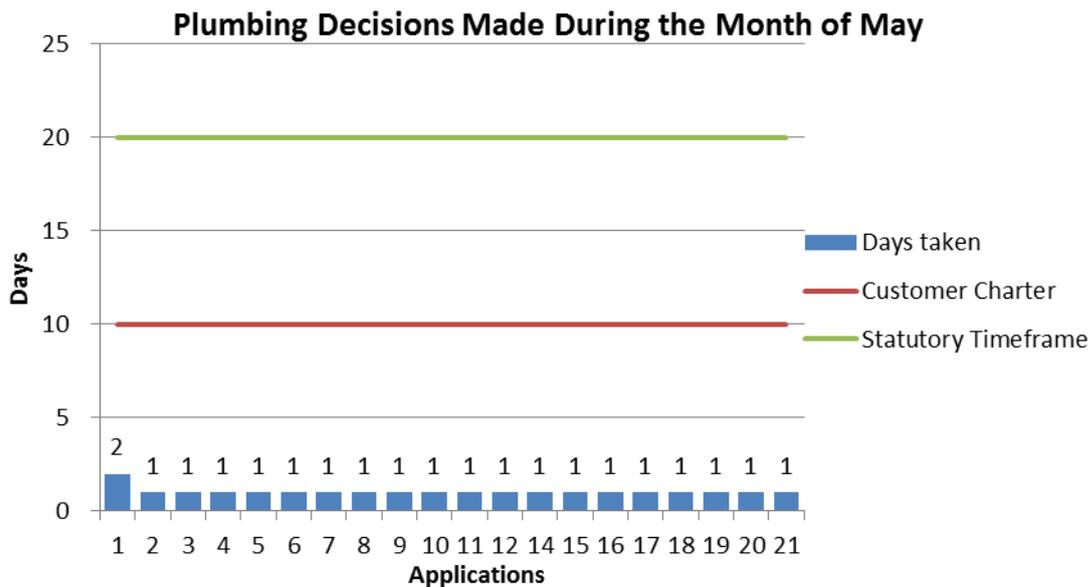
- Total number of premises visited 575
- Total number of premises inspected 520
- Total number of premises external sprayed 504
- Total number of premises internal sprayed 187
- % premises breeding mosquitoes 13%
- % premises breeding Aedes Aegypti 7.8%

The recent Dengue cases have alarmed the public and this has accelerated misting requests and the reporting of other possible breeding sites within the suburbs. These jobs are being conducted along with the dengue response, but some follow up work has been put on hold to allow for the urgent work to continue.

Building, Plumbing & Compliance

The Building, Plumbing & Compliance unit with the assistance of DAC have been working hard to align our processes in preparation for the new plumbing regulations coming into force on 1 July 2019. The main change for our unit is the introduction of a fast track plumbing application for Class 1a and Class 10 buildings to a two day completion. The below chart demonstrates that this can be achieved thanks to the sterling efforts of the Plumbing team and the DAC. A report on this decision will come to next Committee meeting.

Graph 1.1



2. Customer Service Requests

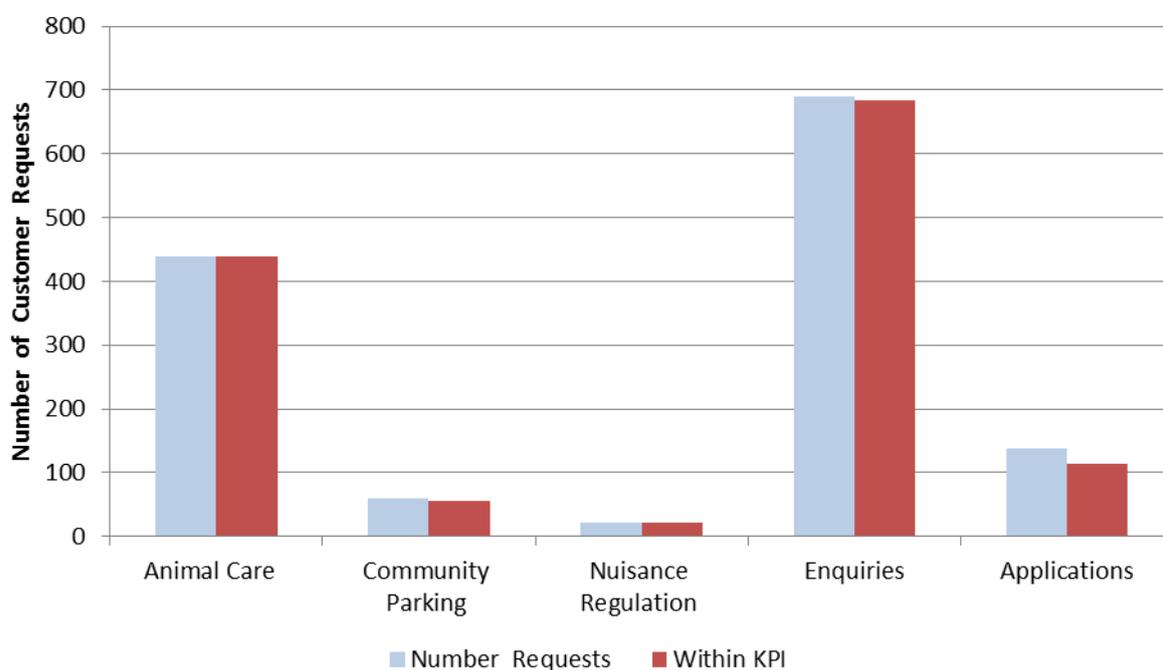
The Planning and Regulatory Services section has received in the vicinity of 6,124 customer requests from January 2019 to date. Of these, 4,868 have been completed giving an average completion rate of 79% across the spectrum of operations.

Local Laws

- The Local Laws unit received 1,424 requests in May resolving 557 requests during the period.
- Response times for completing customer requests in this reporting period of May 2019 are within the set timeframes for our KPIs.
- 185 wandering and restrained for collection customer requests were received during the month with 136 of these resolved.
- 679 Local Laws general enquires were received during the period. This is attributed to the systematic inspection programme of Gracemere that was in operation during the period.

Graph 2.1

**Initial Customer Request KPI Performance
May 2019**

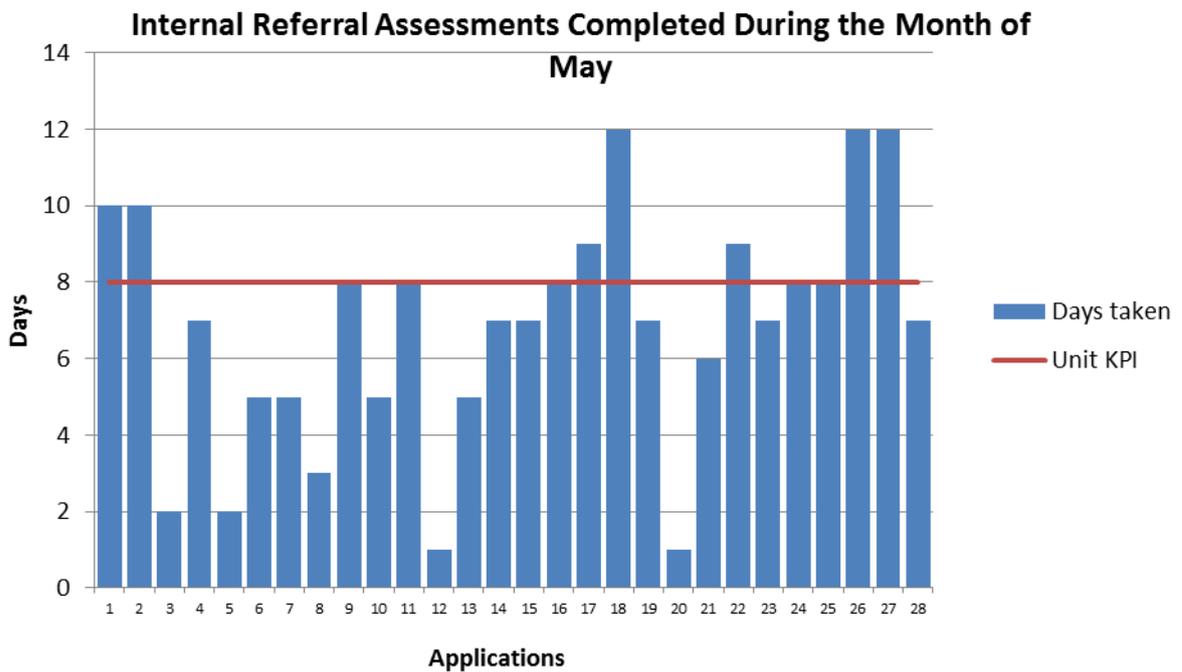


Development Engineering (DEU)

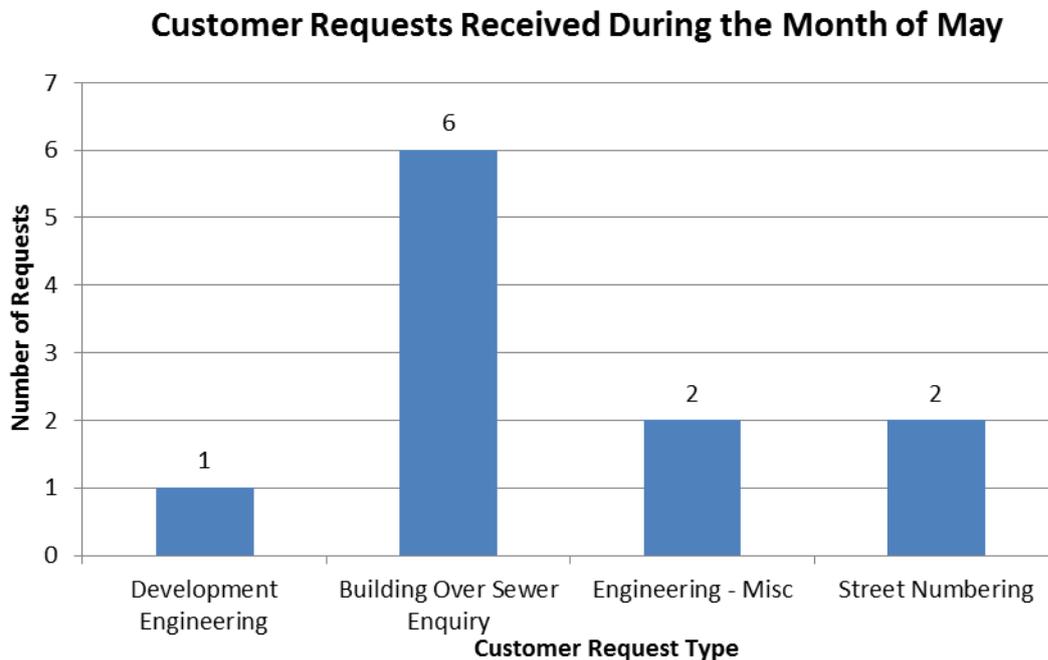
Response times for completing customer requests in this reporting period for May 2019 are within the set timeframes.

The number of development applications referred to DEU for the period of May was 28. The unit's KPI for completing the assessment of applications is 90% within eight business days of receiving the application. Twenty one of the applications were responded to within the eight business days. Seven applications went over the KPI for the unit due to insufficient information being provided by the applicant, however all applications met their statutory timeframes as per the *Planning Act*.

Graph 2.2



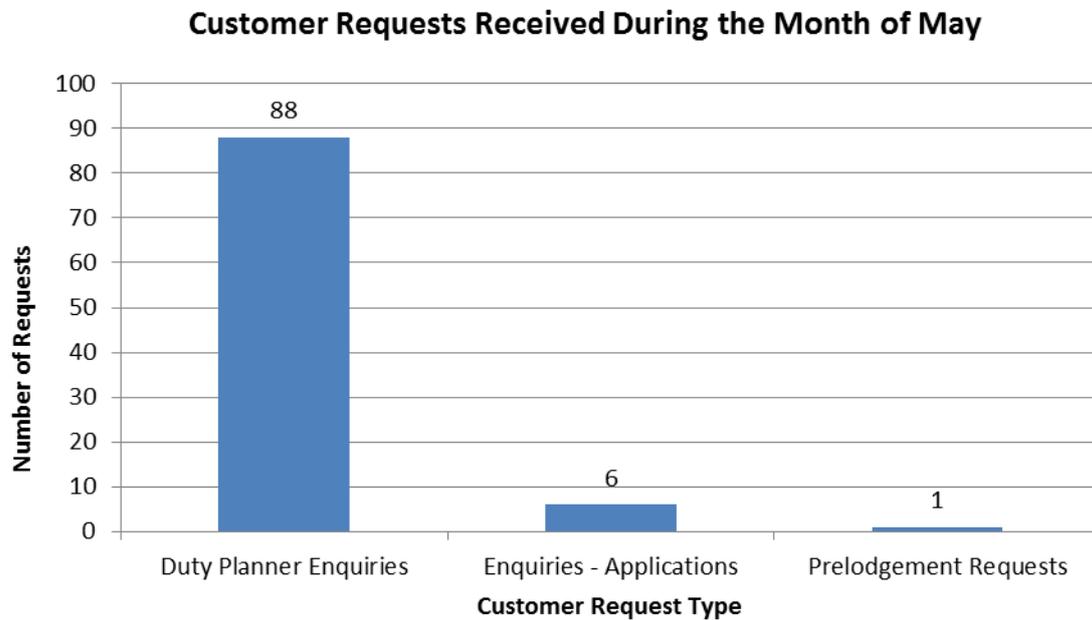
Graph 2.3



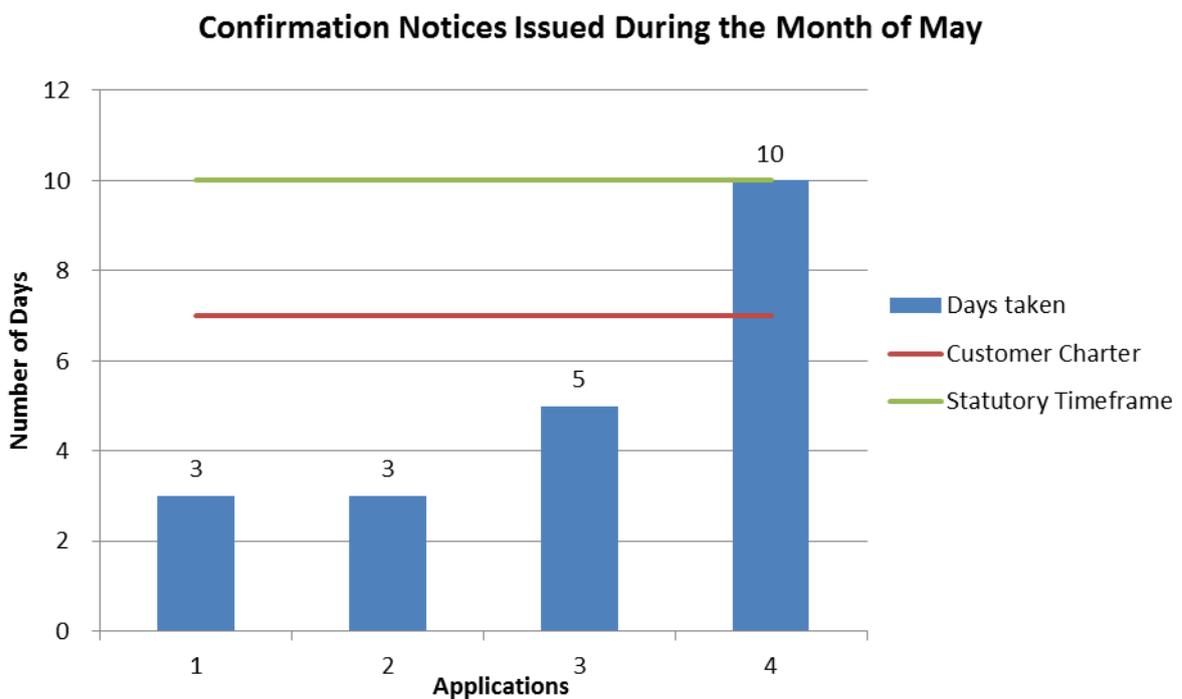
Development Assessment

The Development Assessment Unit received 94 customer requests for May. All but five of these requests were completed during the month. Response times for completing customer requests in this reporting period are within the set timeframes.

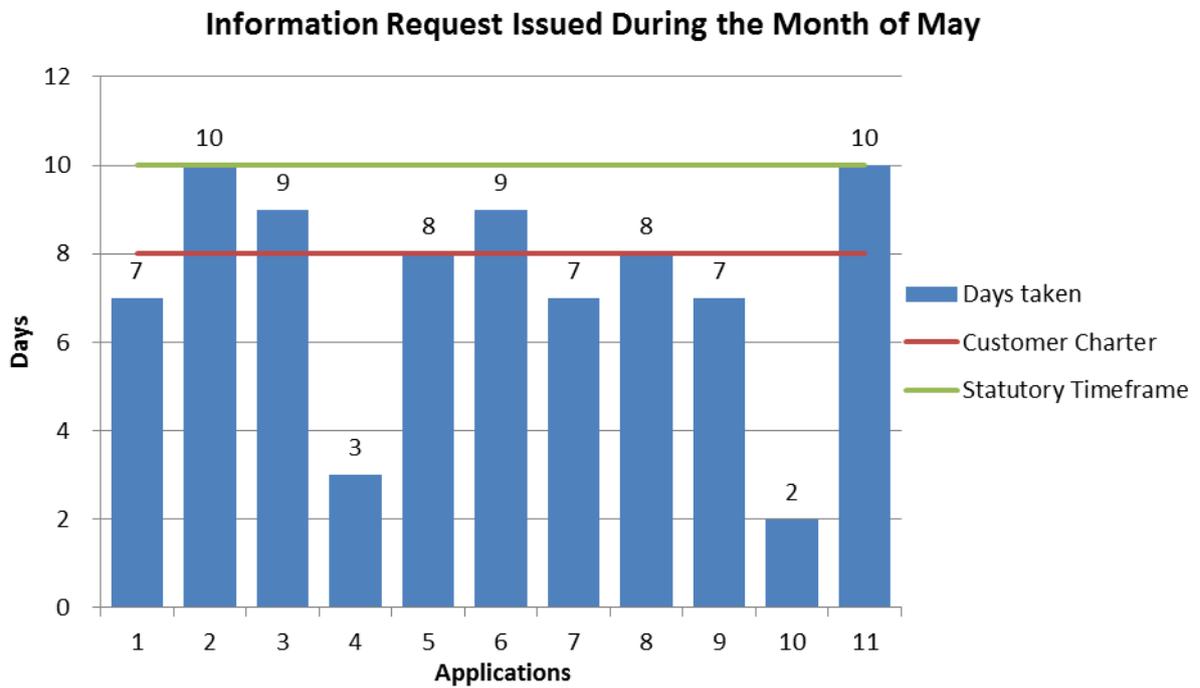
Graph 2.4



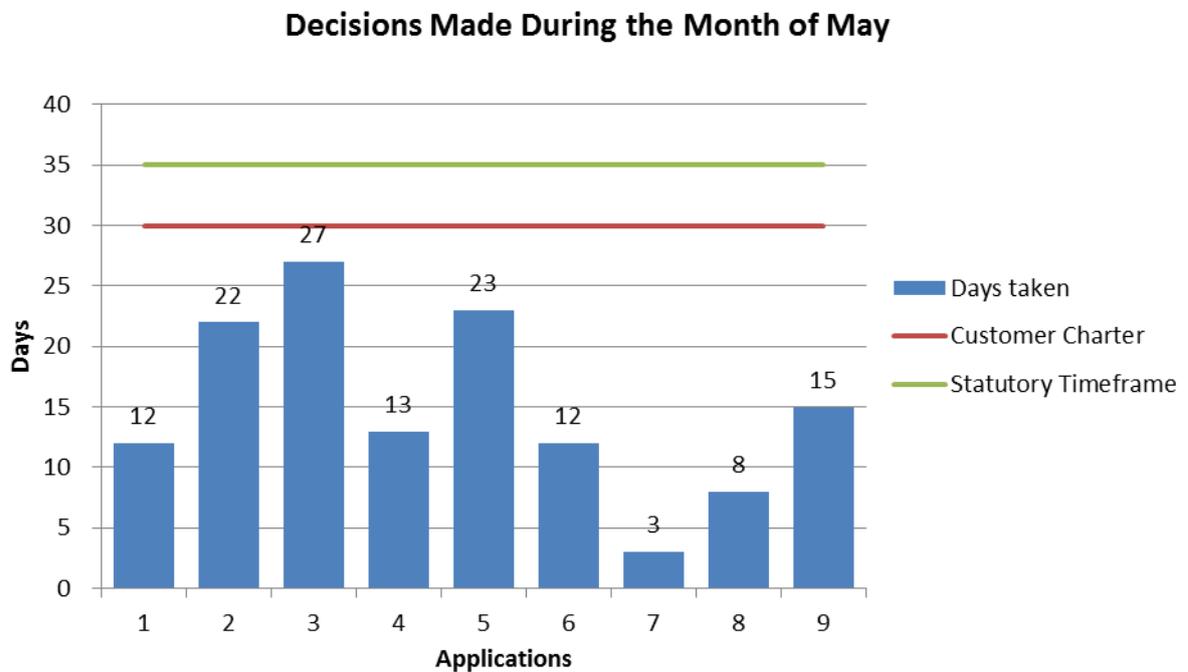
Graph 2.5



Graph 2.6



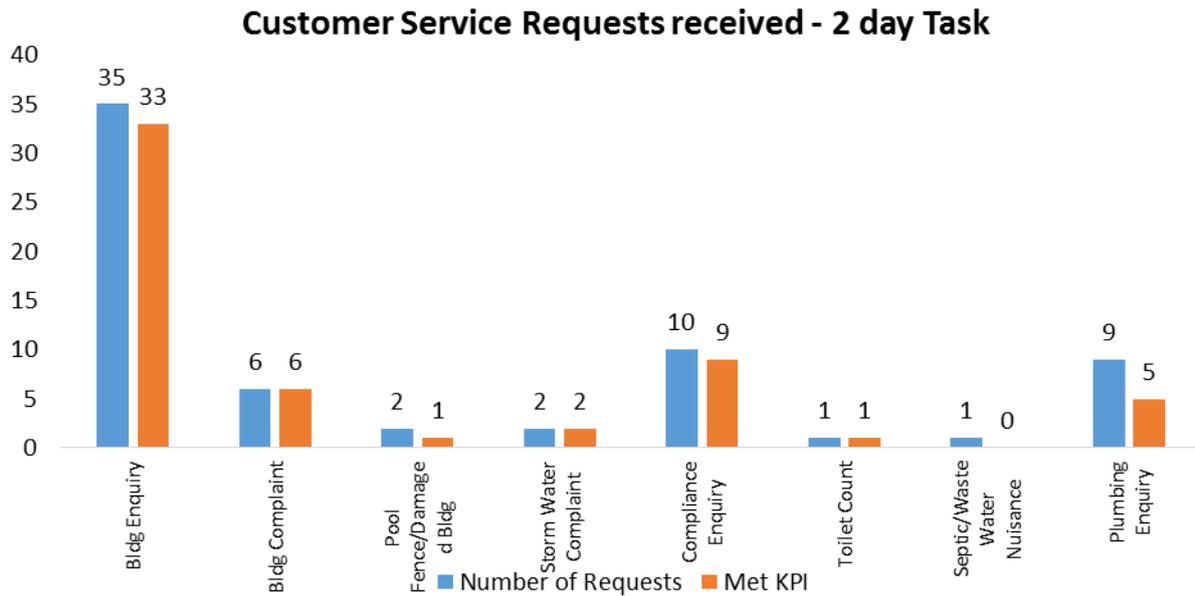
Graph 2.7



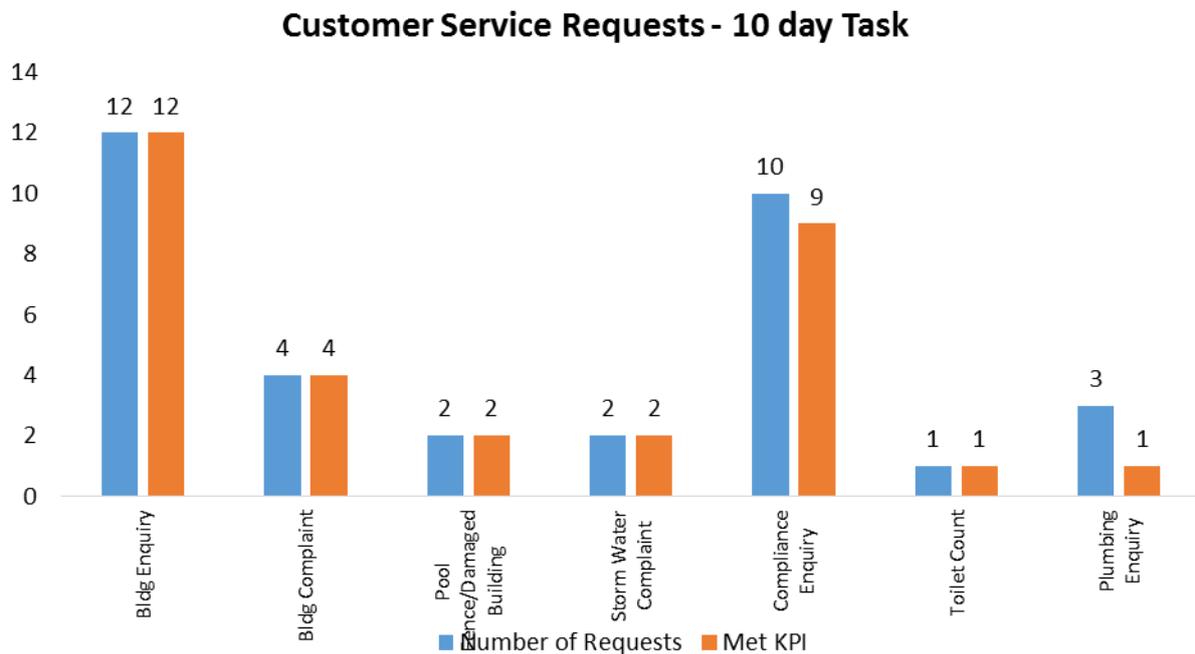
Building, Plumbing & Compliance

The unit received a total of 117 customer requests for the month of May and completed 65%. Overall the customer service KPIs were met.

Graph 2.8



Graph 2.9

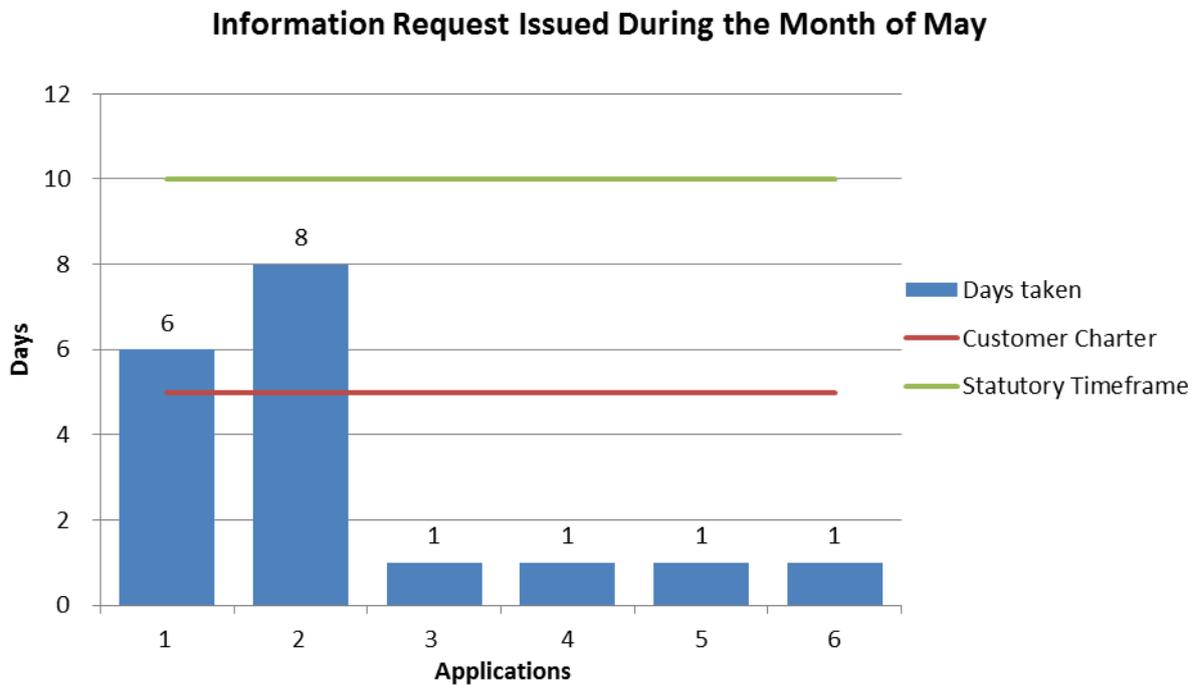


Building and Referral Applications

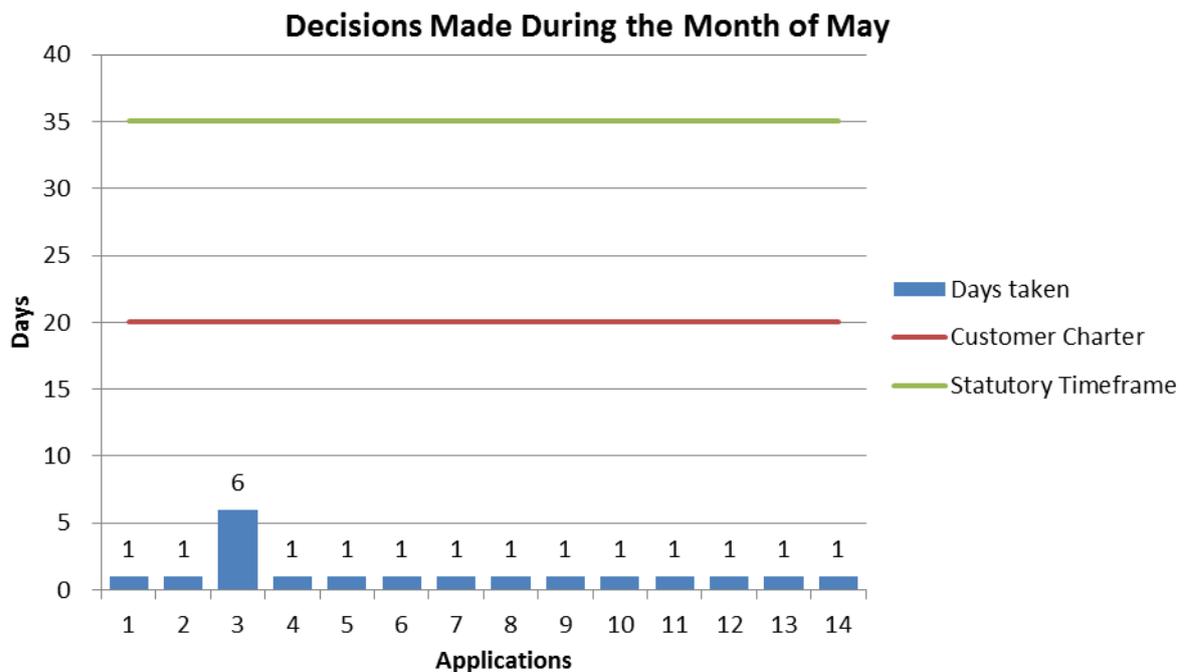
All of the building and referral applications information requests and decision notices were issued within statutory time frames and were generally issued within the customer charter targets.

Building Applications

Graph 2.10



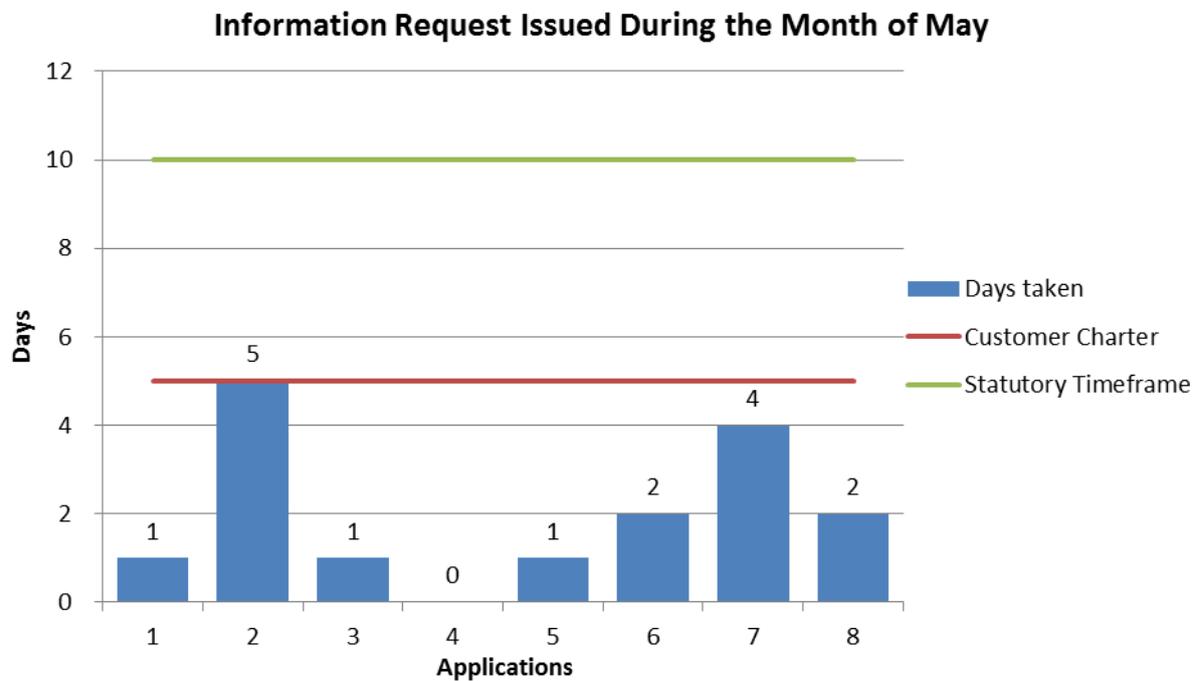
Graph 2.11



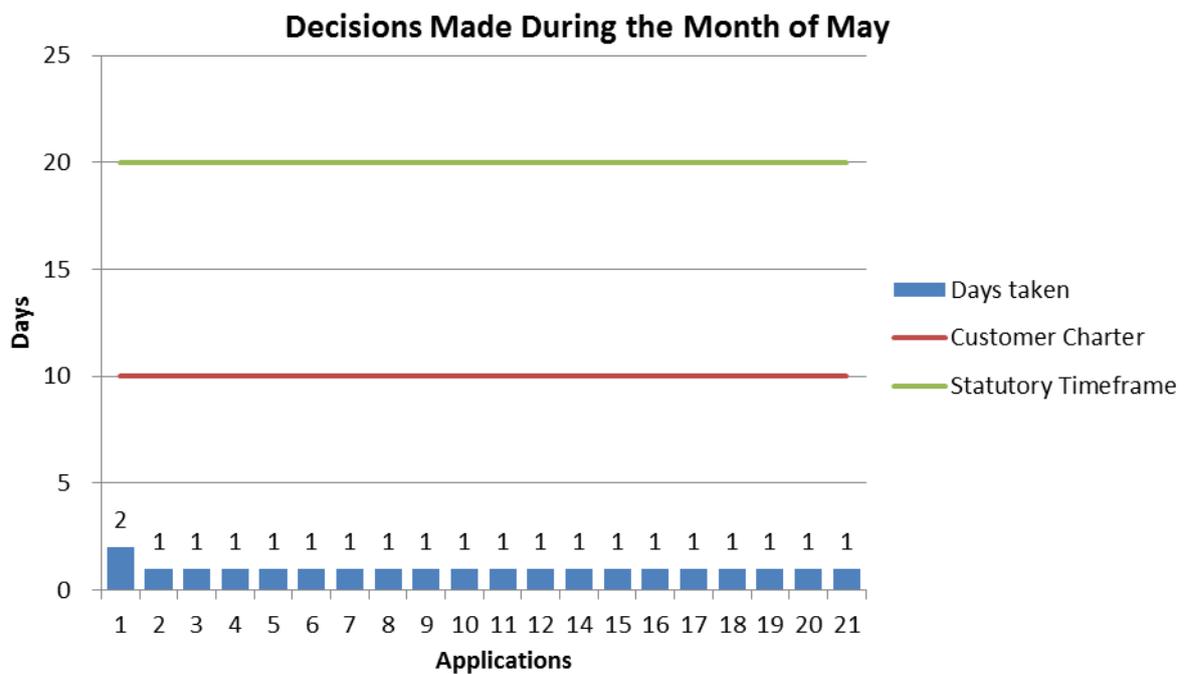
Plumbing Applications

All plumbing application information requests and decision notices were issued within statutory time frames and within the customer charter targets.

Graph 2.12



Graph 2.13

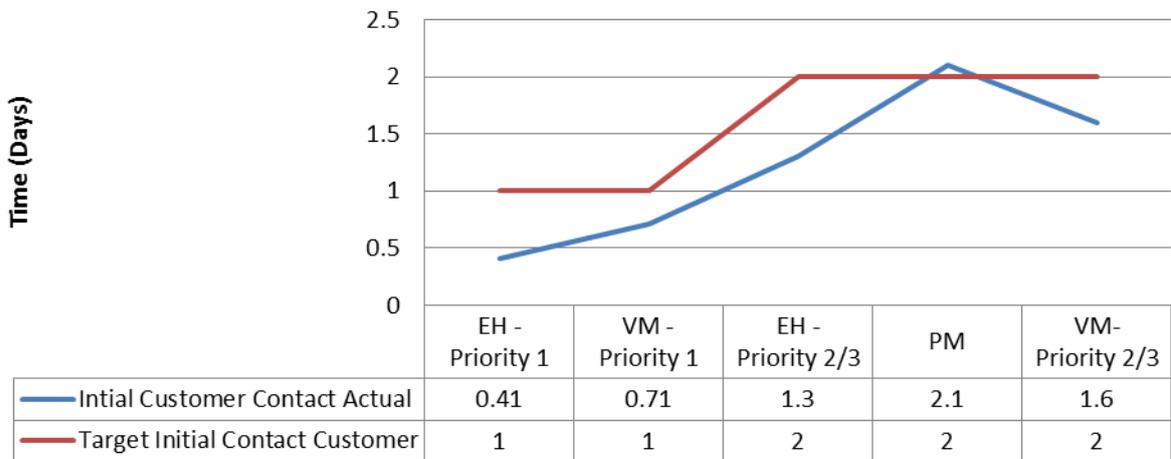


Health & Environment

The Health and Environment unit responded to 74 requests during May, most were completed within the customer service timeframes. The most common requests received were for food enquiries, pest plant complaints and misting requests. May saw an influx in the number of requests received by the Vector unit in relation to mosquitoes compared to similar times last year, this can be directly attributed to the recent Dengue cases within the region.

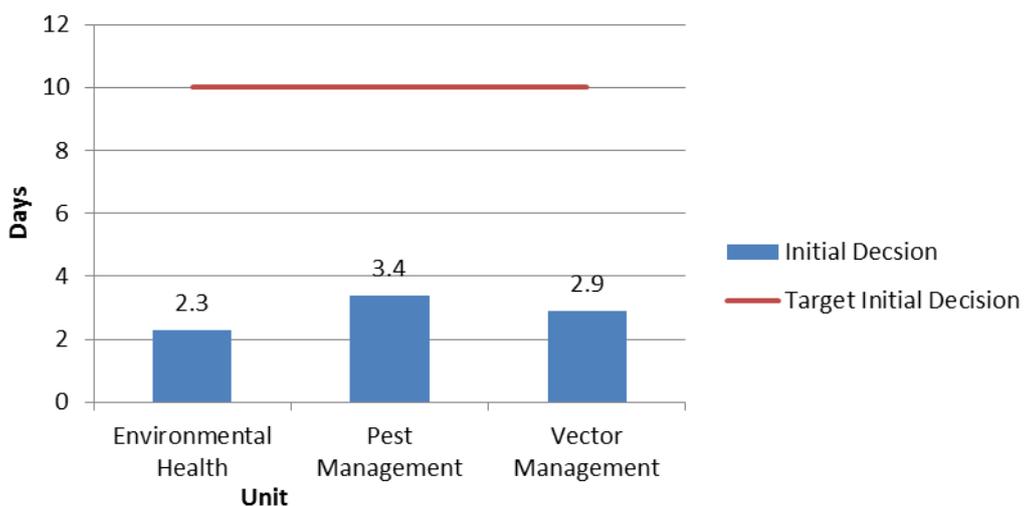
Graph 2.14

Average Time to Contact Customer - All Enquiries and Complaints (May 2019)

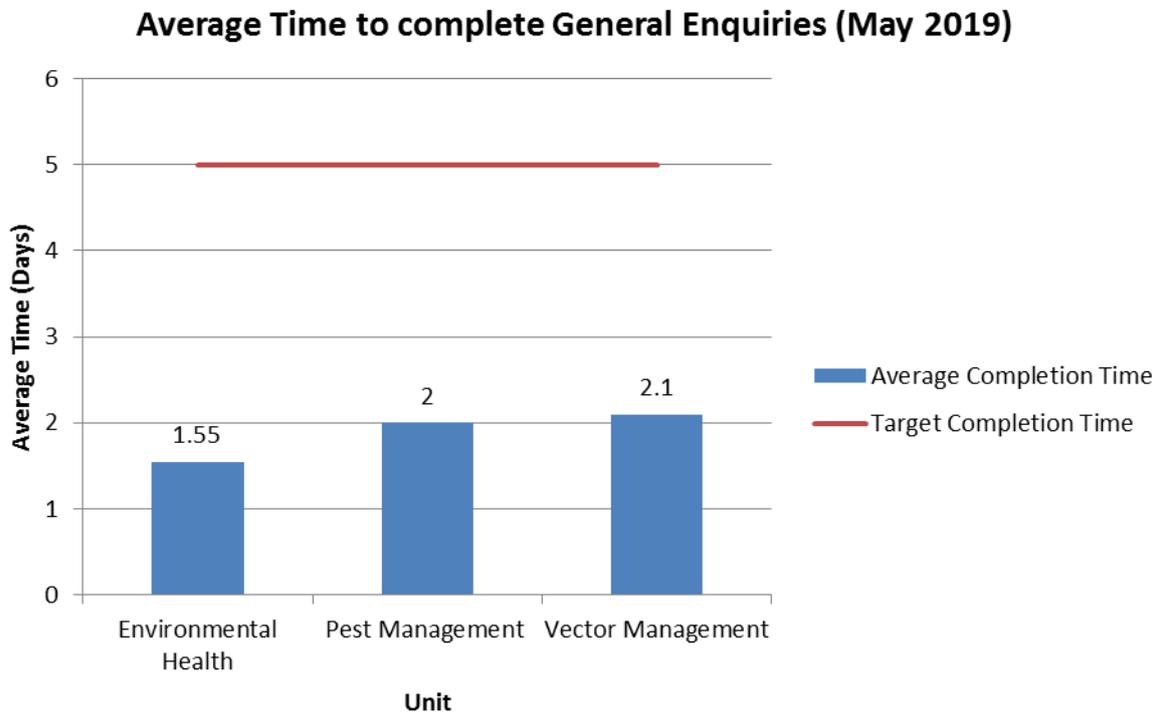


Graph 2.15

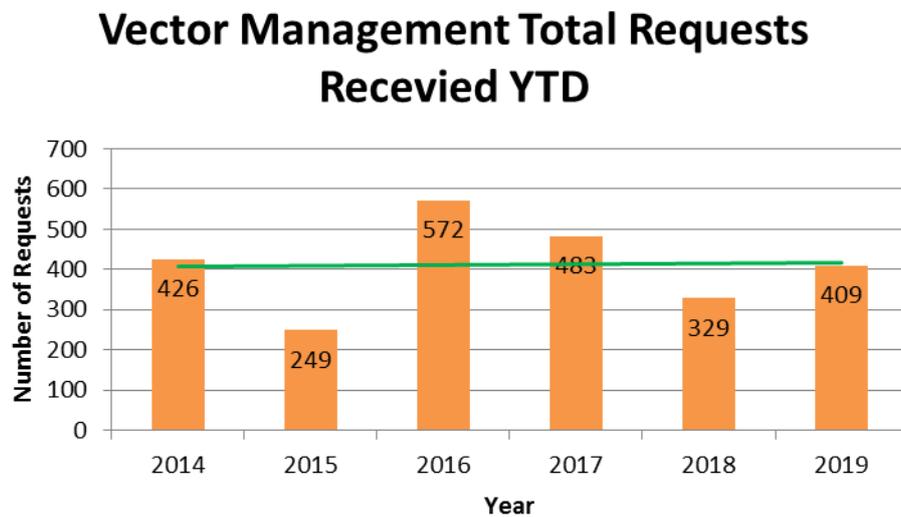
Average Time to Make Initial Complaint Decision (May 2019)



Graph 2.16



Graph 2.17



3. Operational Projects

As at period ended May 2019 – 91% of year elapsed.

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
Local Laws						
<i>Issuing of Dog Registration Renewals</i>	<i>Jun 18</i>	<i>Sept 19</i>		<i>In progress.</i>	<i>\$20,000</i>	<i>\$16,341.99</i>
<i>Approved Inspection Program</i>	<i>May 19</i>	<i>Jun 19</i>		<i>In progress.</i>	<i>Operational</i>	<i>Within Budget</i>
Building, Plumbing & Compliance						
Mobile Inspections	<i>Commenced</i>	<i>To be determined</i>		<i>In progress.</i>	<i>Operational</i>	<i>Within Budget</i>

4. Budget

End of Month General Ledger - (Operating Only) - COMMUNITY SERVICES

As At End Of May



Report Run: 07-Jun-2019 09:56:24 ; Excluding 2914, 2918, 2919, 2814, 2917, 2924, 1801, 1806, 1807, 1901, 1906

	Adopted Budget FULL YR	Adopted Budget YTD	Revised Budget	YTD Actual	EOM Commitments	Commit + Actual	Variance %	On target 91.7% of Year Gone
	\$	\$	\$	\$	\$	\$		
<u>Development Engineering</u>								
Revenues	(2,624)	(2,405)	(2,624)	(628)	0	(628)	24%	x
Expenses	1,108,422	1,016,053	1,108,422	983,778	10,895	994,673	90%	✓
Transfer / Overhead Allocation	(448,589)	(411,207)	(448,589)	(361,803)	0	(361,803)	81%	x
Total Unit: Development Engineering	657,209	602,441	657,209	621,347	10,895	632,242	96%	✓
<u>Development Assessment</u>								
Revenues	(861,928)	(790,101)	(730,061)	(477,649)	0	(477,649)	65%	x
Expenses	1,533,026	1,405,274	1,613,026	1,478,515	38,992	1,517,508	94%	✓
Transfer / Overhead Allocation	31,212	28,611	31,212	(58,547)	0	(58,547)	-188%	x
Total Unit: Development Assessment	702,310	643,784	914,177	942,318	38,992	981,311	107%	x
<u>Building, Plumbing and Compliance</u>								
Revenues	(747,266)	(684,994)	(747,266)	(514,750)	0	(514,750)	69%	x
Expenses	1,359,712	1,246,402	1,359,712	1,019,754	23,551	1,043,305	77%	x
Transfer / Overhead Allocation	(106,419)	(97,551)	(106,419)	(117,334)	0	(117,334)	110%	x
Total Unit: Building, Plumbing and Compliance	506,027	463,858	506,027	387,670	23,551	411,222	81%	x
<u>Health & Environment</u>								
Revenues	(192,052)	(54,132)	(192,052)	(156,218)	0	(156,218)	81%	x
Expenses	2,611,869	2,394,213	2,611,869	1,883,373	23,211	1,906,583	73%	x
Transfer / Overhead Allocation	360,558	330,511	360,558	254,433	0	254,433	71%	x
Total Unit: Health & Environment	2,780,374	2,670,592	2,780,374	1,981,588	23,211	2,004,799	72%	x
<u>Local Laws</u>								
Revenues	(1,456,385)	(1,335,020)	(1,237,950)	(886,470)	0	(886,470)	72%	x
Expenses	2,784,876	2,552,803	2,784,876	2,450,698	130,232	2,580,930	93%	✓
Transfer / Overhead Allocation	260,367	238,669	260,367	229,624	0	229,624	88%	✓
Total Unit: Local Laws	1,588,858	1,456,453	1,807,293	1,793,852	130,232	1,924,085	106%	x
<u>Planning and Regulatory Services Management</u>								
Revenues	0	0	0	(15,480)	0	(15,480)	-	x
Expenses	530,958	486,711	530,958	437,272	33,444	470,716	89%	✓
Transfer / Overhead Allocation	0	0	0	15	0	15	-	x
Total Unit: P&RS Management	530,958	486,711	530,958	421,807	33,444	455,251	86%	x
Total Section: PLANNING AND REGULATORY SERVICES	6,765,736	6,323,839	7,196,038	6,148,584	260,325	6,408,909	89%	✓
Grand Total:	6,765,736	6,323,839	7,196,038	6,148,584	260,325	6,408,909	89%	✓

Comments

Development Assessment – The Development Assessment budget is not on track because of the legal expenditure, with two matters (including Kershaw Gardens) going to hearing. Revenue is also under budget.

Development Engineering – The Development Engineering Units expenditure budget is on track for 2019. The minor revenue budget is under the target however, the revenue items identified are relevant for other units and this is being rectified in the 19/20 budget package.

Local Laws – The Local Laws overall budget is on target for 2019. The revenue budget is under the target and has been addressed in the 2019/2020 budget.

Health & Environment – The Health and Environment budget is on target for both expenditure and income for 2019. Some budget lines will be overspent, including Vector Management overtime budget, this has been exacerbated by the overtime worked responding to the Dengue notification.

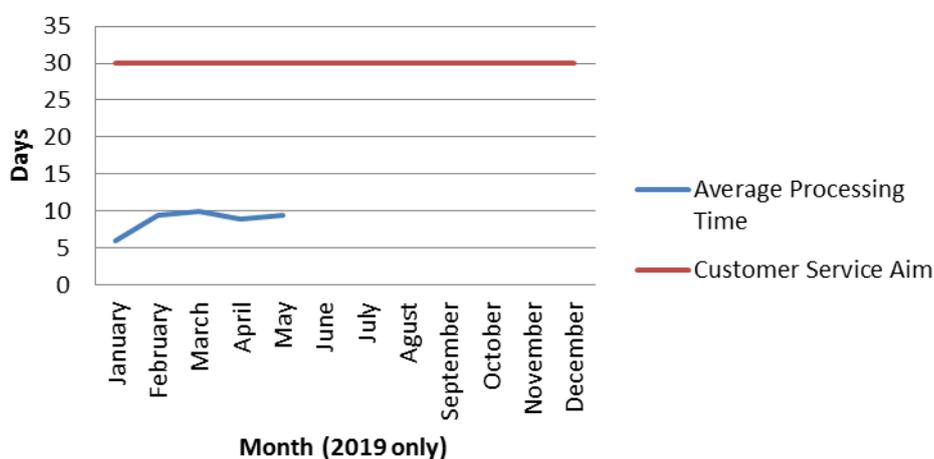
Building, Plumbing & Compliance - Expenditure budget is on track for 2019. The revenue budget is under the target and has been addressed in the 2019/2020 budget. However, this will not affect the sections overall budget position.

5. Section Statistics

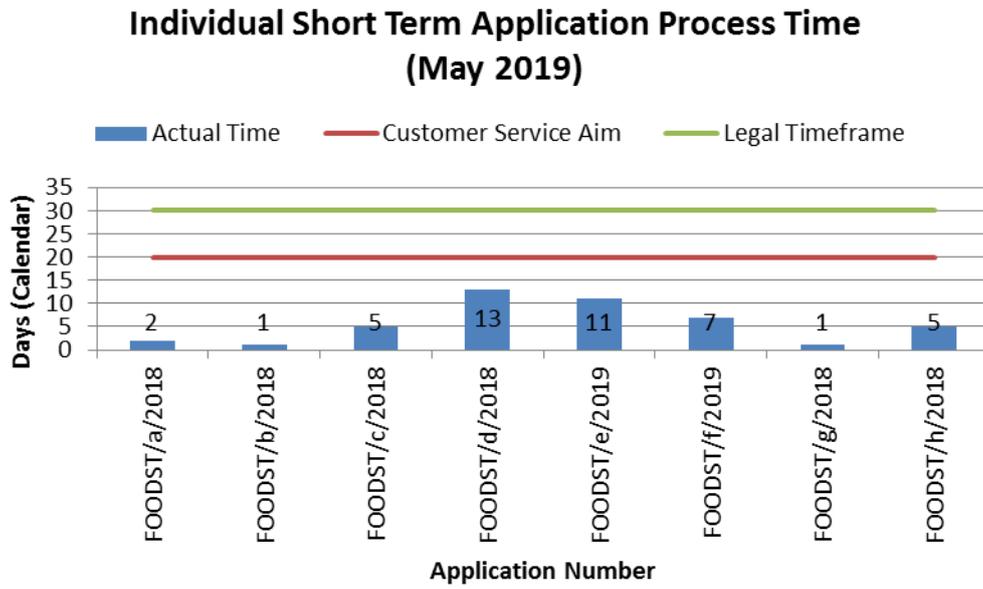
<i>Program Activity</i>	<i>Dates/s Held</i>	<i>Visitor/Participant Numbers</i>	<i>Comments</i>
Health and Environment			
Applications/Inspections		May 19	Comments
Number of Food Business Licence Applications		4	3 approved, 1 remains under assessment.
Number of Short Term Food Business Licence Applications		10	1 not properly made, 8 approved, 1 remains under assessment.
Number of Mobile Food Business Licence Applications		0	
Total Number of Approved Food Business Licences		155	Excludes short term FBL A large number of licences remain at renewal issued status. Officers continue to assess as received.
Number of Annual Inspections for Food Business Licences financial YTD		412	

Graph 5.1

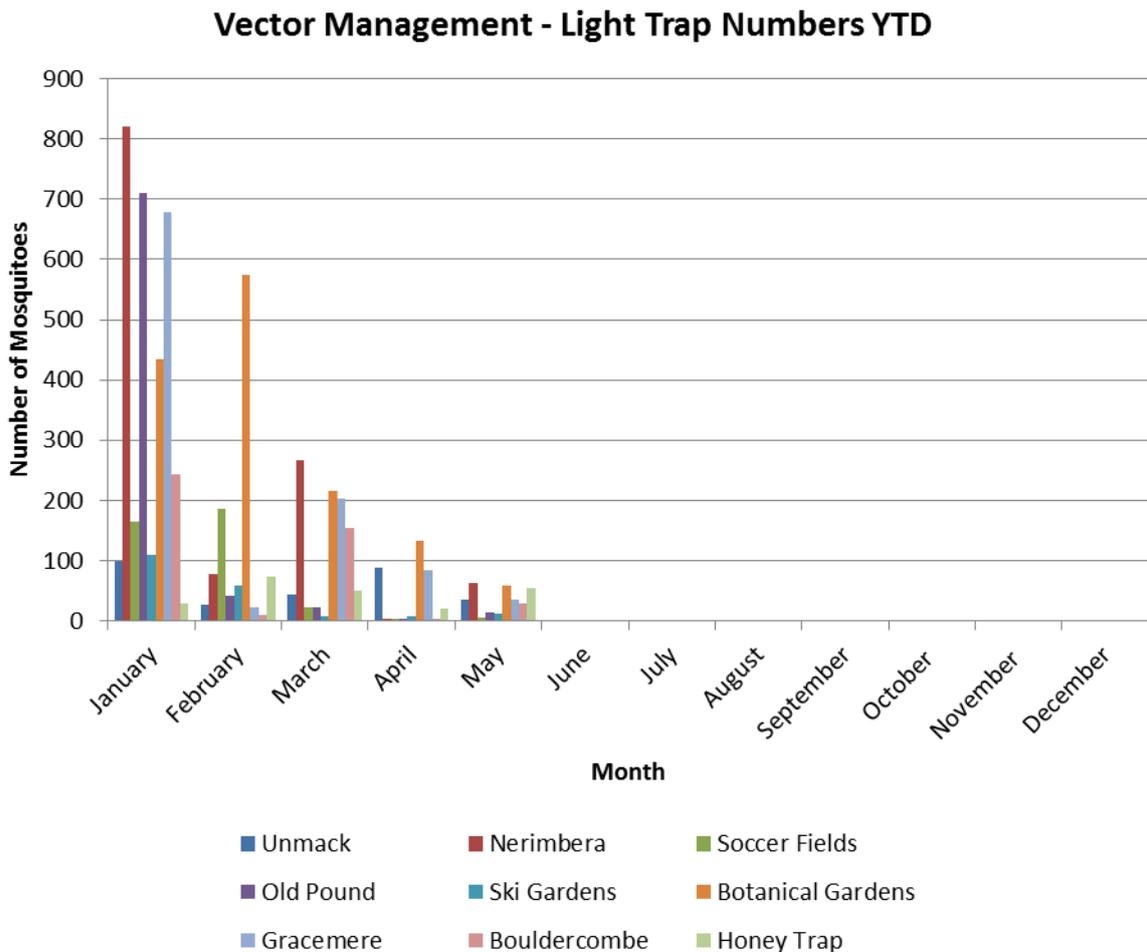
Average Fixed and Mobile New Food Application Processing Time (2019)



Graph 5.2



Graph 5.3



Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Health and Environment			
Annual inspection of licensed food businesses undertaken	474 premises	84%	Operational
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	11 premises	111%	Operational
Annual inspection of devolved licensed environmentally relevant activities undertaken	16 premises	75%	Operational
Development Assessment			
Confirmation Notices (where required) sent out within 10 business days of applications lodged	100%	100%	Operational
Information Requests (where required) sent out within timeframes required under SPA and PA	100%	100%	Operational
Decisions are made within timeframes required under SPA and PA	100%	100%	Operational
Decision notices are issued within 5 business days of the decision being made	100%	100%	Operational
Building			
Action notices and confirmation notices (where required) sent out within 10 business days of applications being lodged	100%	100%	Operational
Information requests (where required) sent out within timeframes under <i>Planning Act 2016</i>	100%	100%	Operational
Building approvals – decisions are made within a 35 business day timeframe	100%	100%	Operational
Plumbing			
Plumbing and Drainage Approvals – decisions are made within 20 business day timeframes	100%	100%	Operational
Development Engineering			
Development MCU, ROL Completed in 8 days	90%	83%	Operational
Development Operational Works Completed in 8 days	90%	69%	Operational

Development Engineering

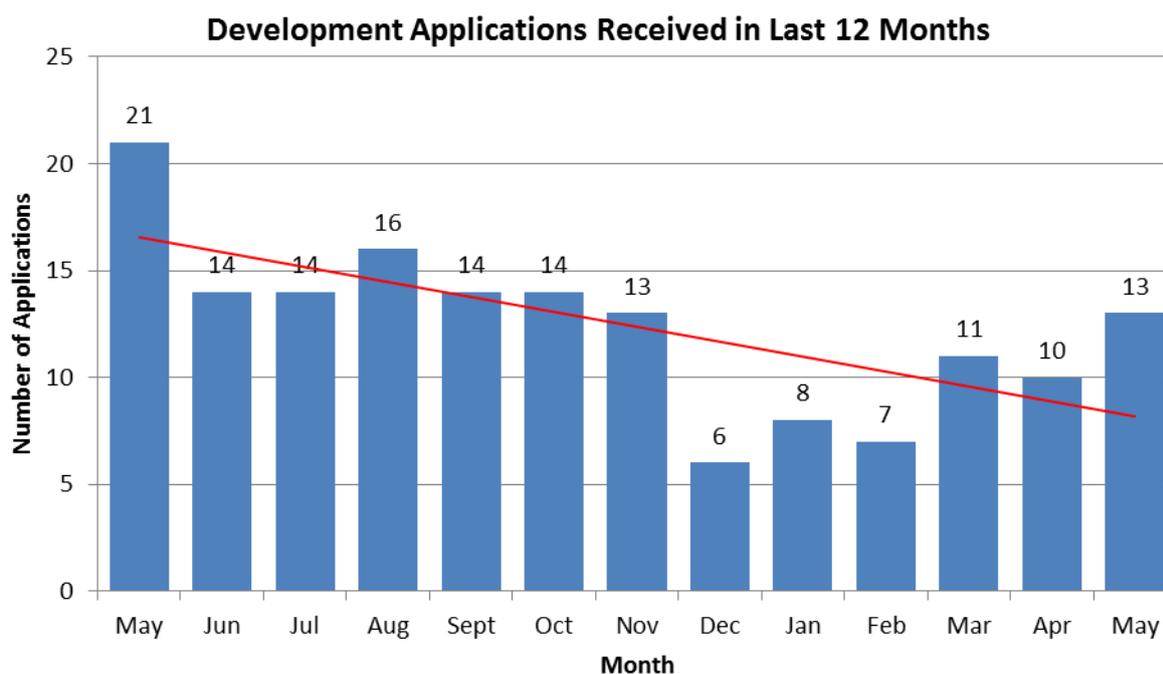
Description	Feb 19	Mar 19	Apr 19	May 19	Financial YTD
MCU & ROL referrals completed	9	20	7	15	156
Op Works referral completed	7	8	1	16	162
Total Completed	16	28	8	31	318

This total includes referrals for all Operational Works, MCU/ROLs and As-constructed Plans but also responses to information requests made for applications previously submitted, survey plans and compliance checks of conditions of approvals.

Development Assessment

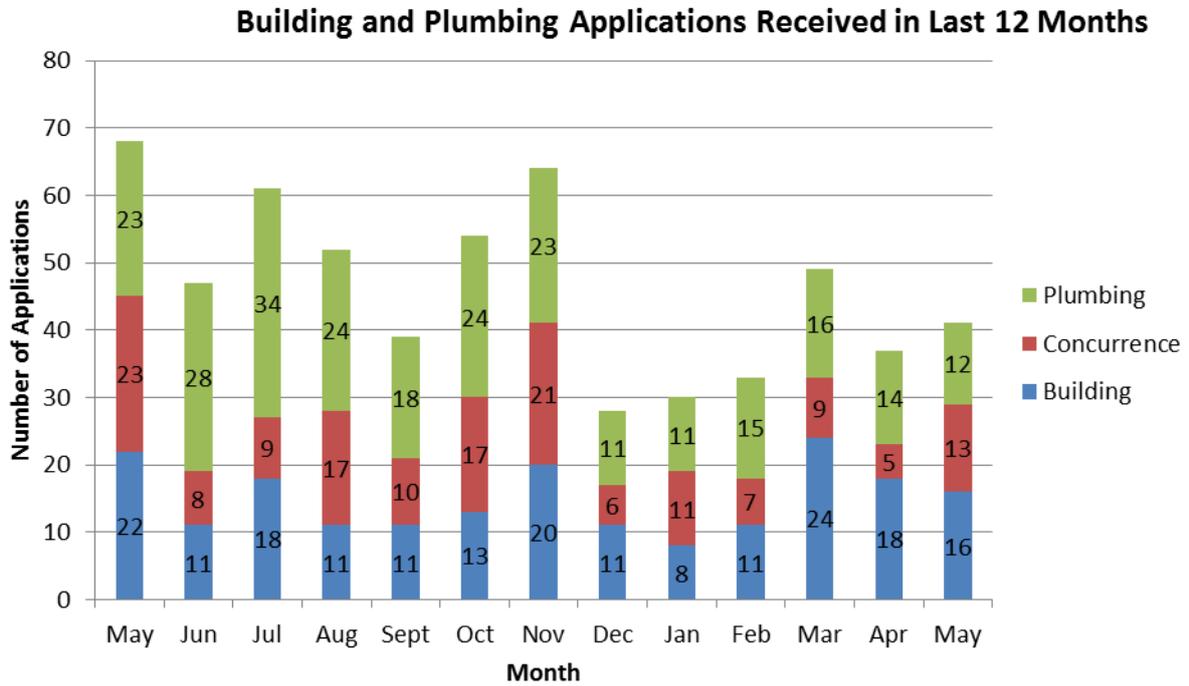
Description	Feb 19	Mar 19	Apr 19	May 19	Financial YTD
New Applications	7	9	9	9	103
Request to Change Applications	0	2	0	3	18
Development Incentives Applications	0	0	1	1	5
Total Received	7	11	10	13	126
Total Decided	20	12	10	8	150

Graph 5.4



Building, Plumbing & Compliance

Graph 5.5



Building

Description	Feb 19	Mar 19	Apr 19	May 19	Financial YTD
Concurrence Applications	7	9	5	13	125
Building Works	11	24	18	16	161
Total Received	18	33	23	29	286
Total Decided	16	23	31	25	269

Plumbing

Description	Feb 19	Mar 19	Apr 19	May 19	Financial YTD
New Applications	15	16	14	12	204
Total Decided	12	19	15	20	206

Local Laws***Registered Dogs***

Description	Feb 19	Mar 19	Apr 19	May 19	Financial YTD
New Dogs Registered	391	700	1,054	1,521	5,037
Dog Registration Renewals	106	182	270	359	13,895
Total	497	882	1,324	1,787	18,932

Declared Dogs

Description	Feb 19	Mar 19	Apr 19	May 19	Financial YTD
Dangerous Dogs	0	0	3	3	21
Menacing Dogs	1	0	0	2	7
Restricted Dogs	0	0	0	0	0

Infringements Issued

Description	Feb 19	Mar 19	Apr 19	May 19	Financial YTD
Parking Infringements	149	878	341	409	3,275
Animal Infringements	29	24	11	19	218
Local Law Infringements	24	7	12	4	73
Total	202	909	364	432	3,566

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