



PLANNING AND REGULATORY COMMITTEE MEETING

AGENDA

28 JANUARY 2020

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 28 January 2020 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
22 January 2020

Next Meeting Date: 11.02.20

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:

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 26 November 2019

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES - NOVEMBER 2019

File No: 1464

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

Authorising Officer: Colleen Worthy - General Manager Community Services

Author: Doug Scott - Manager Planning & Regulatory Services

SUMMARY

The Monthly Operations Report for Planning & Regulatory Services for November 2019 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Planning & Regulatory Services Monthly Operations Report for November 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 AND REGULATORY SERVICES - NOVEMBER 2019

Monthly Operations Report for Planning & Regulatory Services - November 2019

Meeting Date: 28 January 2020

Attachment No: 1

MONTHLY OPERATIONS REPORT

PLANNING & REGULATORY SERVICES

PERIOD ENDED NOVEMBER 2019



1. Operational Summary

Local Laws

Systematic Inspection Program – Berserker

The Systematic Inspection Program occurring in Berserker was completed during November. Whilst the program has been completed, follow-up compliance action with regard to the non-complying properties will continue as part of general operations.

Program statistics are shown below:

Statistics	Total
Number of properties attended	3,472
Number of currently registered dogs observed at the time of inspection	681
Number of properties with no dogs	1,280
Number of fully compliant premises at the time of inspection	558
Number of verbal warnings issued	265
Number of compliance notices issued	45
Number of dogs impounded	4
Number of infringements issued	0
Number of Visitor Advice issued	1,058

Systematic Inspection Program – Non-Renewed

The Systematic Inspection Program occurring in Rockhampton Region for Non-Renewed Dogs was completed during November. Whilst the program has been completed, follow-up compliance action with regard to the non-complying properties will continue as part of general operations.

Program statistics are shown below:

Statistics	Frenchville	Norman Gardens	Gracemere
Number of properties attended	77	115	139
Number of currently registered dogs observed at the time of inspection	27	13	No data
Number of properties with no dogs	56	35	39
Number of verbal warnings issued	14	0	44
Number of compliance notices issued	0	0	0
Number of dogs impounded	0	0	0
Number of infringements issued	4	14	6

Number of Visitor Advice issued	0	26	0
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Education Program

Your Pet Your Responsibility Program: one presentation was delivered in November at Glenmore State High School. 33 students participated in the program. The Year 12 programs have now reached 123 students in 2019.

Development Engineering

Ellida Infrastructure Agreement drafting has commenced based on the terms agreed by Council.

An innovative water quality solution has been determined for the recently approved stages of Edenbrook Estate. This has been achieved in partnership with Council, the Developer and Consulting Engineer. Construction is underway and is proposed to be completed in the New Year.

Development Engineering Officers have undertaken audit inspections of the earthworks currently underway for the next stages of Riverside Estate at Belmont Road. Dust suppression, erosion and sediment control measures are being implemented.

Development Assessment

The committee for the 2021 Planning Institute of Australia Conference being held in Rockhampton, had their first meeting on 7 November 2019 to discuss the delivery of the conference. Committee members included the Development Assessment Team, Strategic Planning Team, Local Planning Consultants and a representative from Livingstone Shire Council. Further meetings will be held in the new year to discuss venues and study tours to showcase the region.

Building, Plumbing & Compliance

As part of the Education Plan, a 'safety around pools' message was distributed to various schools throughout Rockhampton and Gracemere to be included in their newsletters.

Health and Environment

Environmental Health Officers have begun undertaking routine checks of food vendors attending local markets. Three events have been attended so far.

Environmental Health Officers set up displays at Mount Morgan & Gracemere Customer Service Centres and the Mount Morgan Library for Food Safety Week.

Supervisor Environmental Health, Stacey Joyner was nominated for appointment to the position of President of the Central Queensland Environmental Health Australia (EHA) Group. EHA is the premier Environmental Health professional organisation in Australia and the Central Queensland Group consists of members from Gympie to Rockhampton and west to Longreach.

Pest Management

A second Deer Trap has been built and is operational in Lakes Creek area. A sow was also trapped at Fraser Park and euthanised. Rabbit control continues on Council land.

Leucaena treatment on Four Mile Road, McEvoy Road, Razor Back Road and Poison Creek Road has been completed by a Contractor. Pest Management Officers have focused on treating Nine Mile Road for Rubber vine, and been working and treating the river.

2. Customer Service Requests

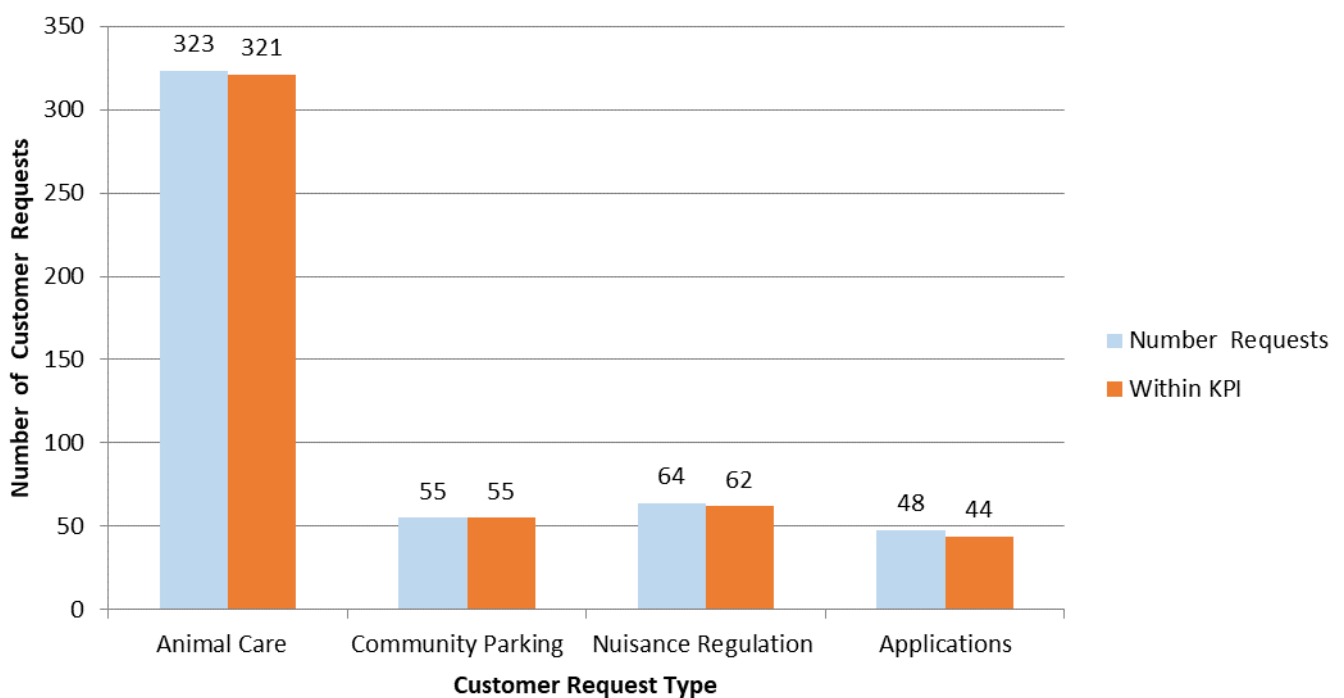
The Planning and Regulatory Services section has received 13,938 customer requests from January 2019 to date. Of these, 13,404 have been completed giving an average completion rate of 96% across the spectrum of operations.

Local Laws

- The Local Laws unit received 644 requests in November resolving 456 requests during the reporting period.
- Response times for completing customer requests in this reporting period are within the set timeframes for our KPIs.
- 134 wandering and restrained animals for collection customer requests were received during the month with 116 of these resolved.
- 102 dog registration amendment applications received with 97 of these processed.
- 22 responses to Councils Systematic Inspection Program were received with 22 being completed.

Graph 2.1

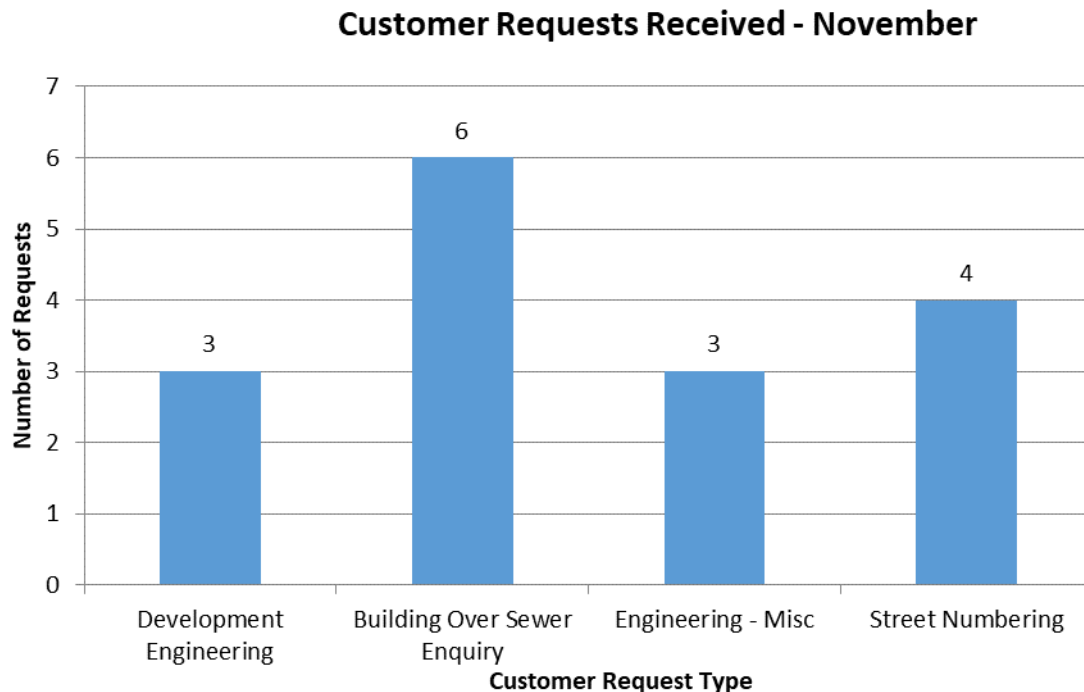
Initial Customer Request KPI Performance November 2019



Development Engineering

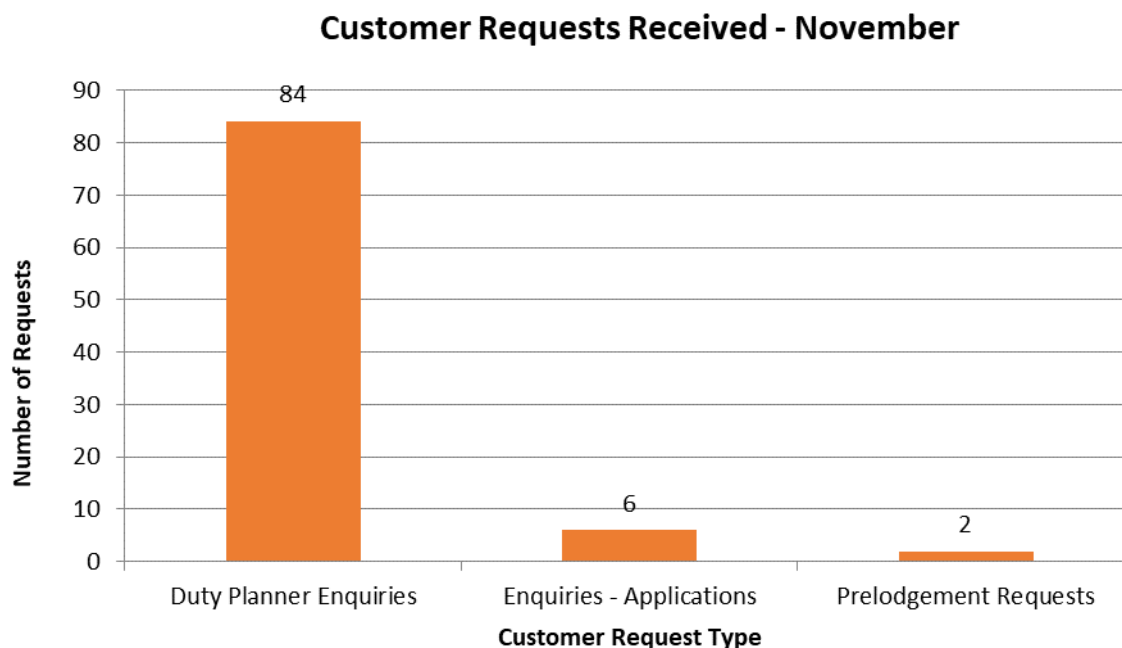
Response times for completing customer requests in this reporting period are within set timeframes. A number of customer requests required investigation however, frequent contact was maintained with the customers.

Graph 2.2

**Development Assessment**

The Development Assessment team received 92 customer requests during the reporting period. All customer requests were responded to within the timeframes set in the Service Level Standards.

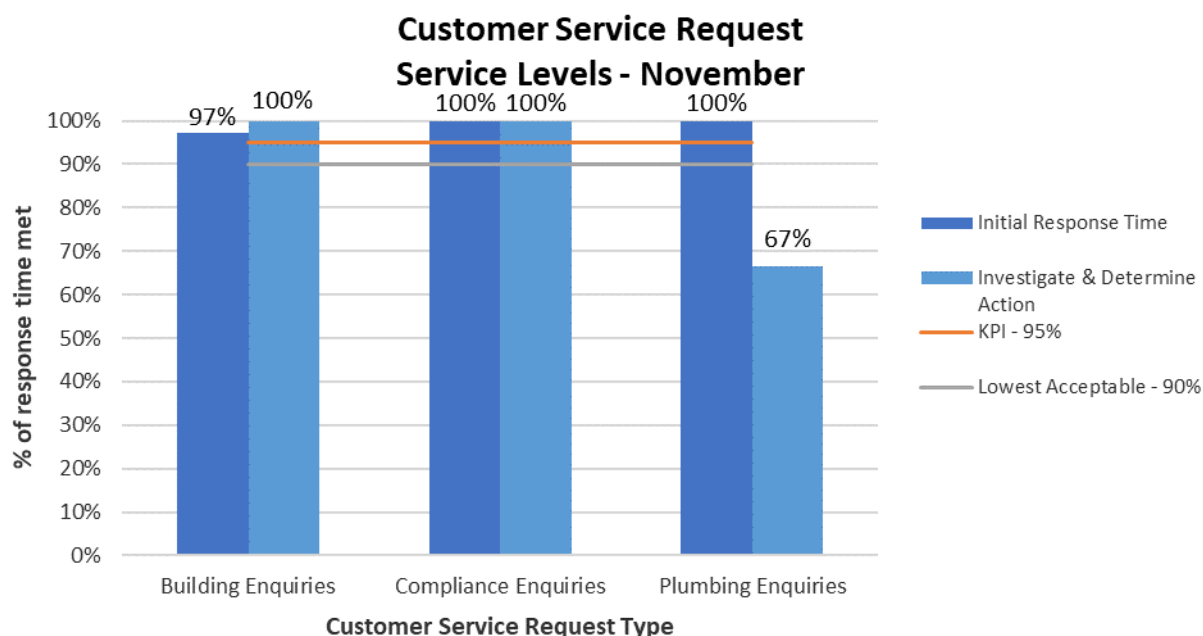
Graph 2.3



Building, Plumbing & Compliance

The unit received 97 customer requests during the reporting period. During this period two customer requests were not actioned within our KPIs; this was due to a processing error. The unit as a whole are meeting the KPI standard.

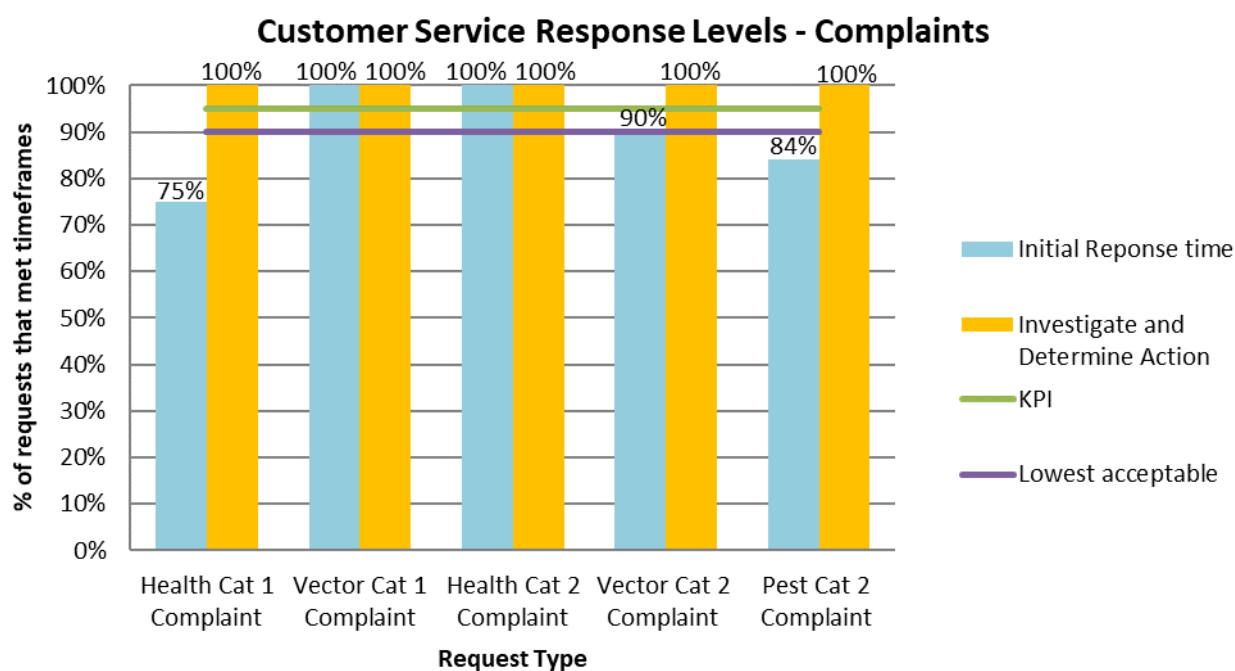
Graph 2.4



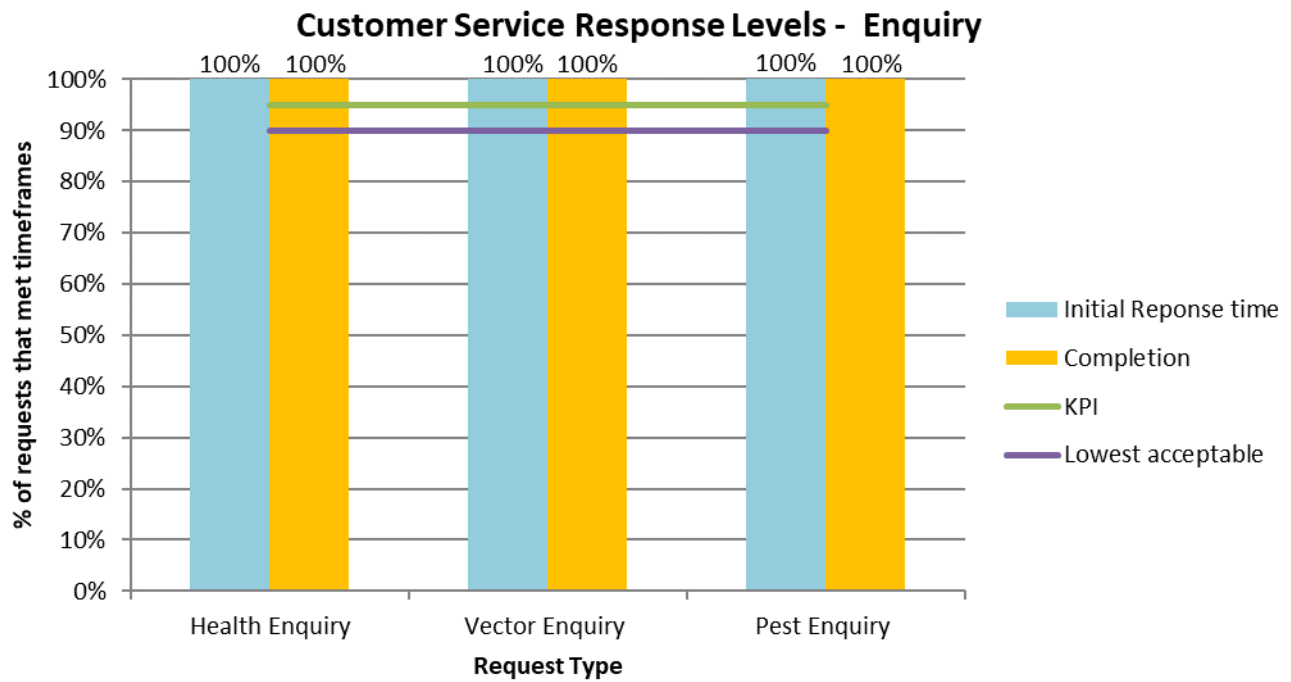
Health & Environment

The Health and Environment Unit received 57 requests during the reporting period. Customer request types received were evenly spread. Environmental Health responded to 3 out of 4 category one complaints within timeframes, the other required additional time due to the complexity. Pest responded to 11 out of 13 customers within timeframes, with the others contacted once the officers had returned from working in remote areas.

Graph 2.5



Graph 2.6



3. Capital Projects

Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended November – 42% of year elapsed.

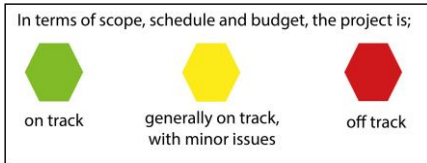


Table 3.1

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
Office Fitout – Level 2 Walter Reid Cultural Centre	June 2019	October 2019		\$180,000	\$122,717.14
Project complete.					

4. Operational Projects

As at period ended November – 42% of year elapsed.

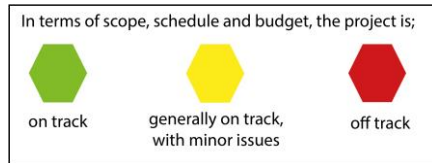



Table 4.1

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
<i>Local Laws</i>						
Vaccination and Microchip Program	Oct 19	Mar 20		In Progress	\$60,000	\$50,000

5. Budget

End of Month Budget Management Report - (Operating Only) - PLANNING AND REGULATORY SERVICES



As At End Of November

Report Run: 06-Dec-2019 11:20:14 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Monthly Budget Review \$	Actuals \$	EOM Commitments \$	Total \$	Variance %	On Target 41.7% of Year Gone
<u>Development Engineering</u>							
Revenues	0	0	(324)	0	(324)	-	
Expenses	1,148,258	1,148,258	442,132	6,007	448,139	38.5%	
Transfer / Overhead Allocation	(449,589)	(449,589)	(182,358)	0	(182,358)	40.6%	
Total Unit: Development Engineering	698,669	698,669	259,450	6,007	265,457	37.1%	
<u>Development Assessment</u>							
Revenues	(741,012)	(741,012)	(353,812)	0	(353,812)	47.7%	
Expenses	1,761,147	1,761,147	524,072	17,711	541,782	29.8%	
Transfer / Overhead Allocation	31,212	31,212	(26,473)	0	(26,473)	-84.8%	
Total Unit: Development Assessment	1,051,348	1,051,348	143,787	17,711	161,497	13.7%	
<u>Building, Plumbing and Compliance</u>							
Revenues	(519,901)	(519,901)	(218,518)	0	(218,518)	42.0%	
Expenses	1,170,295	1,170,295	435,751	1,609	437,360	37.2%	
Transfer / Overhead Allocation	(148,286)	(148,286)	(72,172)	0	(72,172)	48.7%	
Total Unit: Building, Plumbing and Compliance	502,108	502,108	145,060	1,609	146,670	28.9%	
<u>Health & Environment</u>							
Revenues	(184,107)	(184,107)	(54,302)	0	(54,302)	29.5%	
Expenses	2,484,787	2,484,787	854,394	100,154	954,548	34.4%	
Transfer / Overhead Allocation	360,558	360,558	86,059	0	86,059	23.9%	
Total Unit: Health & Environment	2,661,237	2,661,237	886,152	100,154	986,306	33.3%	
<u>Local Laws</u>							
Revenues	(1,149,192)	(1,149,192)	(530,854)	0	(530,854)	46.2%	
Expenses	3,004,470	3,004,470	1,116,015	248,999	1,365,015	37.1%	
Transfer / Overhead Allocation	257,367	257,367	77,257	0	77,257	30.0%	
Total Unit: Local Laws	2,112,645	2,112,645	662,418	248,999	911,418	31.4%	
<u>Planning and Regulatory Services Management</u>							
Revenues	(15,000)	(15,000)	0	0	0	0.0%	
Expenses	462,495	462,495	221,238	25,281	246,519	47.8%	
Transfer / Overhead Allocation	0	0	714	0	714	-	
Total Unit: Planning & Regulatory Services Mgmt	447,495	447,495	221,952	25,281	247,233	49.6%	

Table 5.1

Comments
No significant anomalies to report.

6. Section Statistics

Table 6.1

<i>Local Laws</i>		
<i>Program Activity</i>	<i>Dates/s Held</i>	<i>Participant Numbers</i>
'Part of the Pack' - November	1 – 30 November 2019	20
'Part of the Pack' – Entire Program to Date	1 May – To date	649

Table 6.2

Description	Aug 19	Sept 19	Oct 19	Nov 19	Financial YTD
New Dogs Registered	621	357	377	282	1,911
Dog Registration Renewals	11,854	1,577	295	219	18,109
Total	12,475	1,934	672	501	20,020

Table 6.3

Description	Aug 19	Sept 19	Oct 19	Nov 19	Financial YTD
Dangerous Dogs Declared	0	2	2	3	9
Menacing Dogs Declared	2	0	0	0	2
Restricted Dogs Declared	0	0	0	0	0

Table 6.4

Description	Aug 19	Sept 19	Oct 19	Nov 19	Financial YTD
Parking Infringements Issued	948	203	378	520	2,435
Animal Infringements Issued	14	22	11	105	177
Local Law Infringements Issued	4	3	3	3	14
Total	966	228	392	628	2,626

Table 6.5

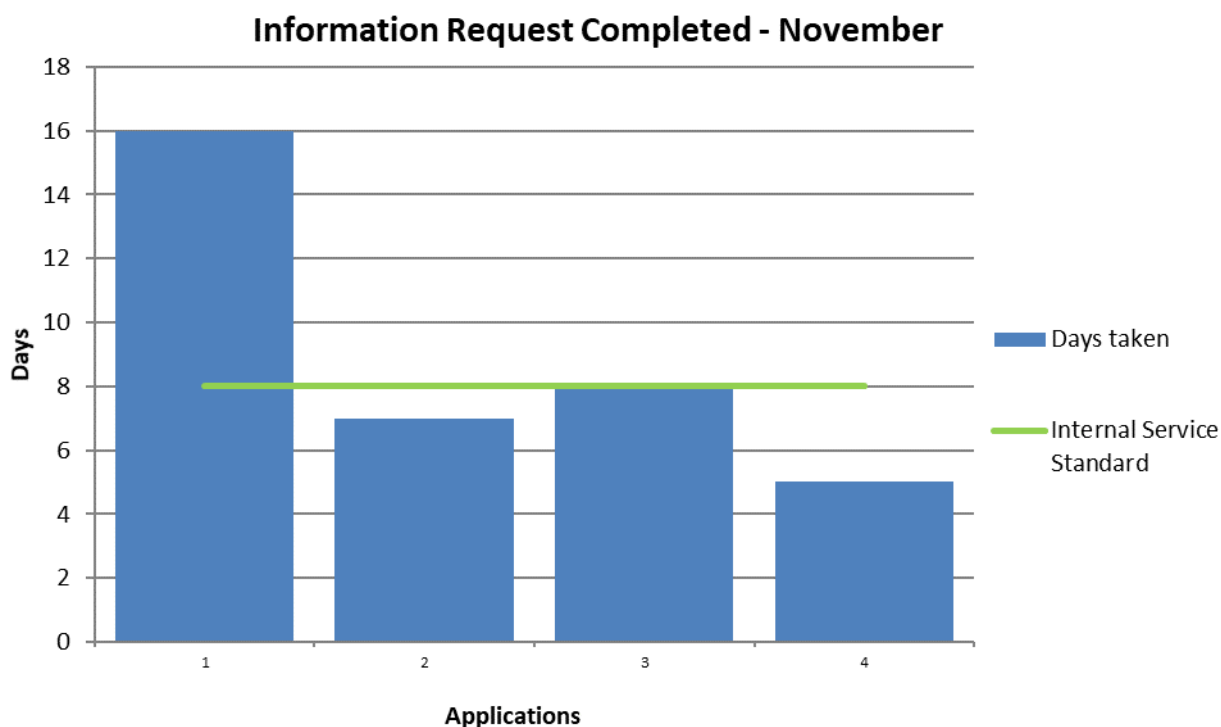
<i>Development Engineering</i>			
Service Level	Target	Current Performance	Service Level Type
Internal Referral – Information Request completed within 8 days	95% (Lowest acceptable 90%)	75%	Operational
Internal Referral – Conditions completed within 15 days	95% (Lowest acceptable 90%)	92%	Operational

Table 6.6

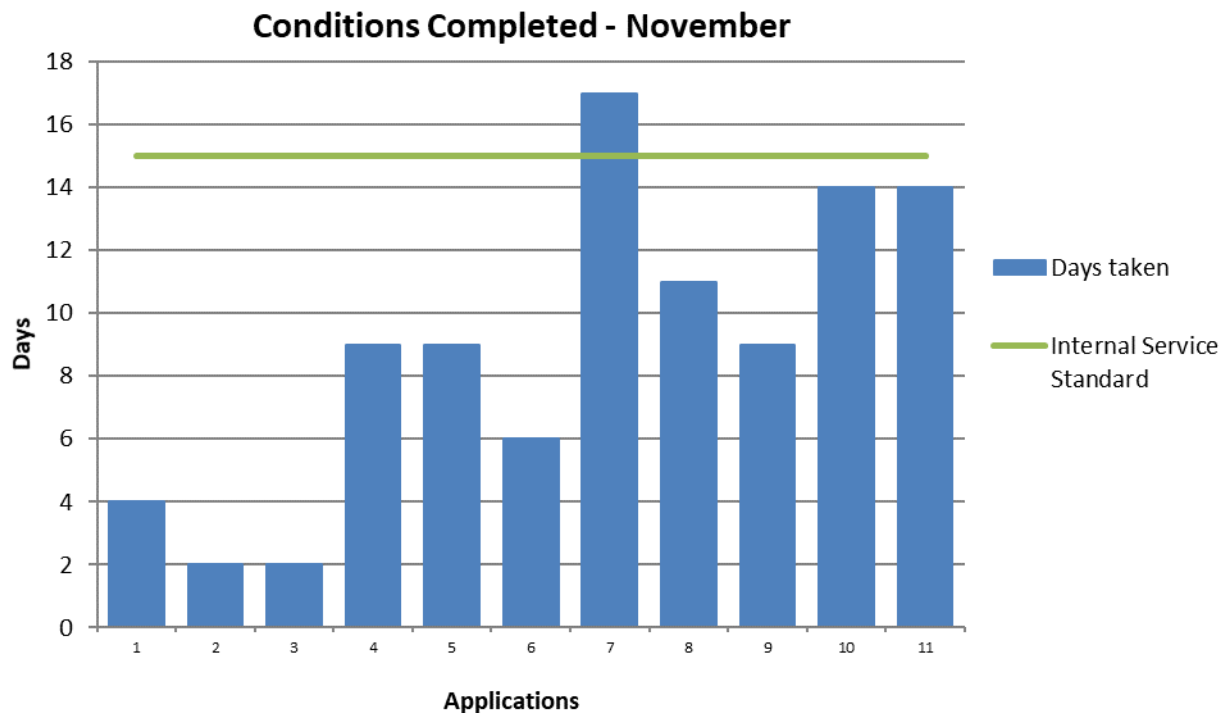
Description	Aug 19	Sep 19	Oct 19	Nov 19	Financial YTD
Material Change of Use & Reconfiguration of a Lot referrals completed	13	12	16	14	69
Operational Works referral completed	16	7	6	5	45
Total Completed	29	19	22	19	114

This total includes referrals for all Operational Works, Material Change of Use and Reconfiguration of a Lot and responses to information requests made for applications previously submitted and survey plans.

Graph 6.1



Graph 6.2



19 referrals to the unit were assessed during the month, these consisted of five Operational Works applications and 14 Material Change of Use/Reconfiguration of a Lot applications. Two of the 19 applications were responded to outside the unit's KPI of 90% within 8 business days for further information request or 15 business days for conditions. This is due to additional information being provided throughout the assessment process and insufficient information being provided by the applicant as part of the response to the further information request and Council Officers requiring additional information be provided before conditions can be recommended. It is noted that all applications that were outside the unit's KPI have complied with the statutory timeframes per the *Planning Act 2016*.

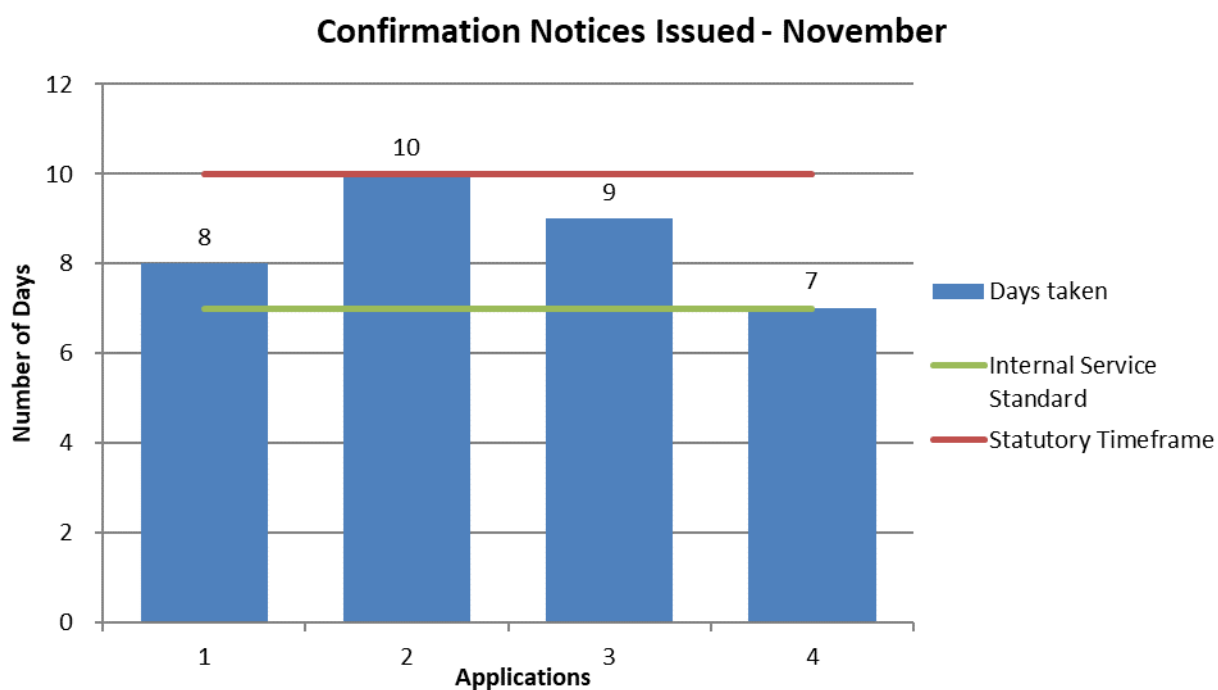
Table 6.7

<i>Development Assessment</i>			
Service Level	Target	Current Performance	Service Level Type
Confirmation Notices (where required) sent out within 10 business days of applications lodged	100%	100%	Statutory
Information Requests (where required) sent out within timeframes required under the <i>Sustainable Planning Act 2009</i> and <i>Planning Act 2016</i>	100%	100%	Statutory
Decisions are made within timeframes required under the <i>Sustainable Planning Act 2009</i> and <i>Planning Act 2016</i>	100%	100%	Statutory
Decision notices are issued within 5 business days of the decision being made	100%	100%	Statutory

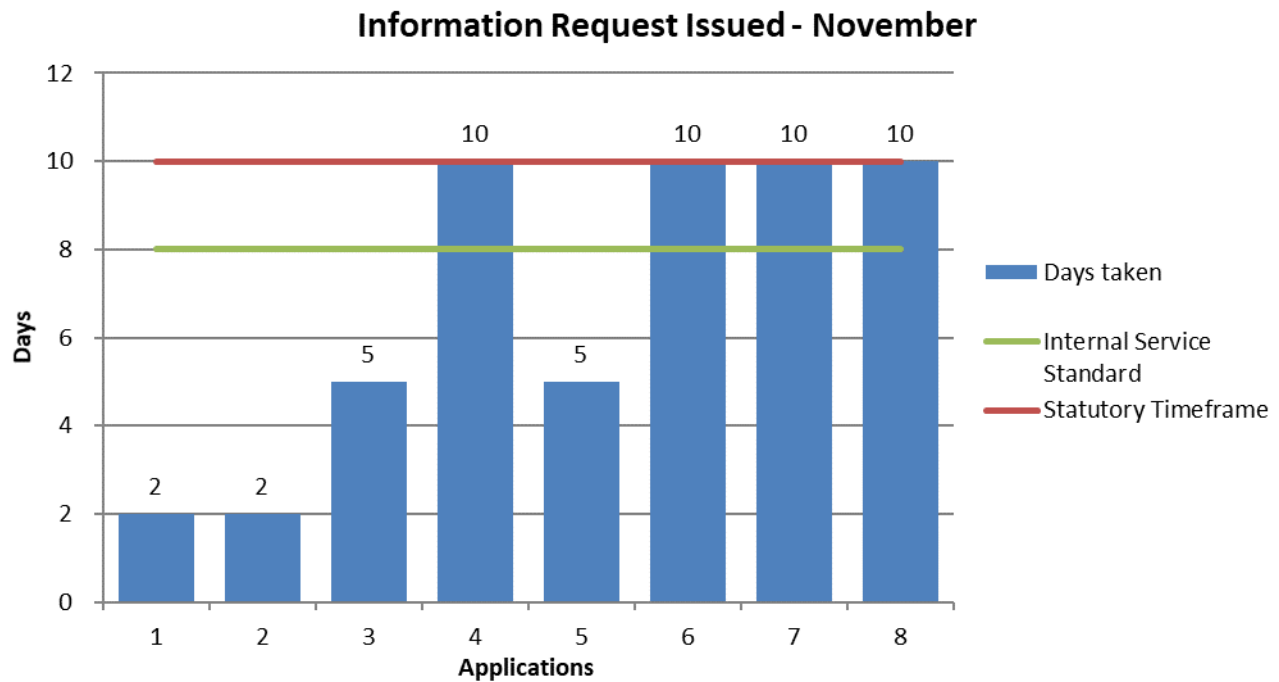
Table 6.8

Description	Aug 19	Sep 19	Oct 19	Nov 19	Financial YTD
New Applications	16	7	10	8	57
Request to Change Applications	1	1	0	0	5
Development Incentives Applications	0	0	1	0	1
Total Received	17	8	11	8	63
Total Decided	14	11	18	10	66

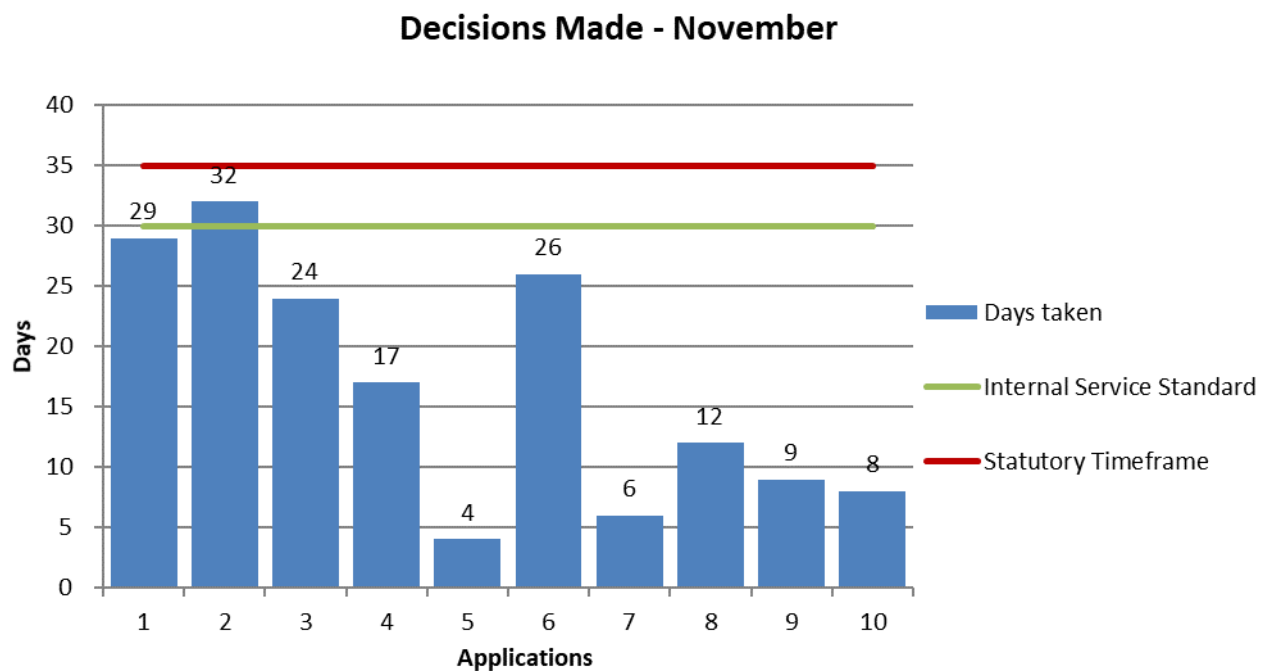
Graph 6.2



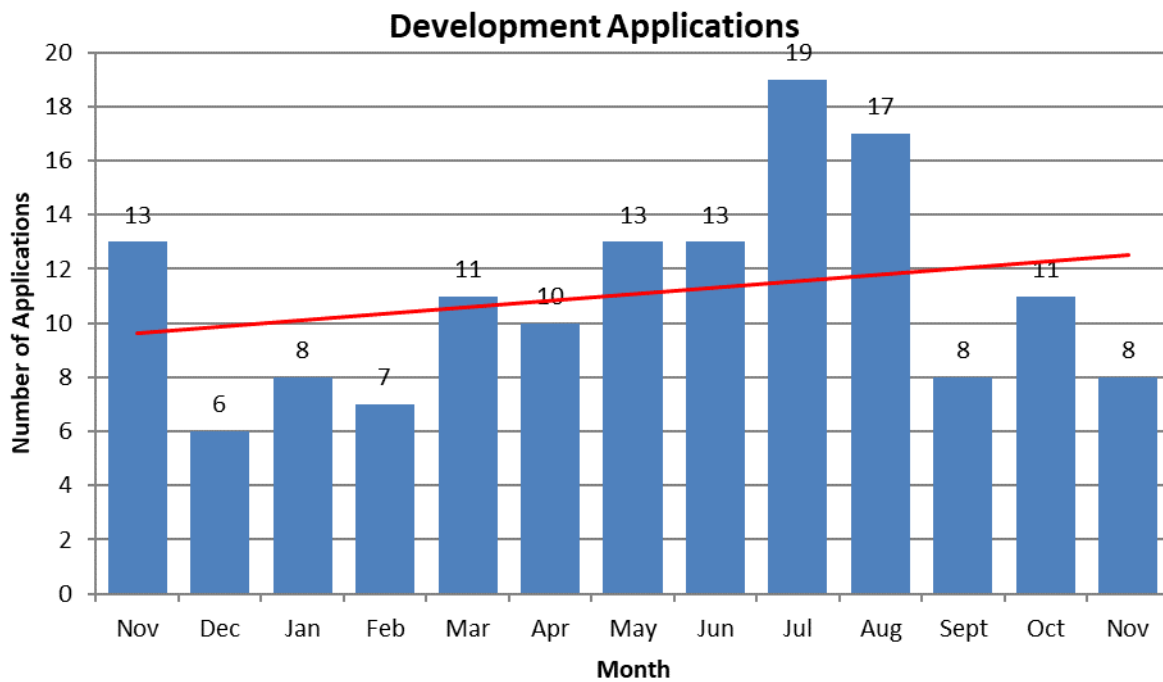
Graph 6.3



Graph 6.4



Graph 6.5



Graph 6.6

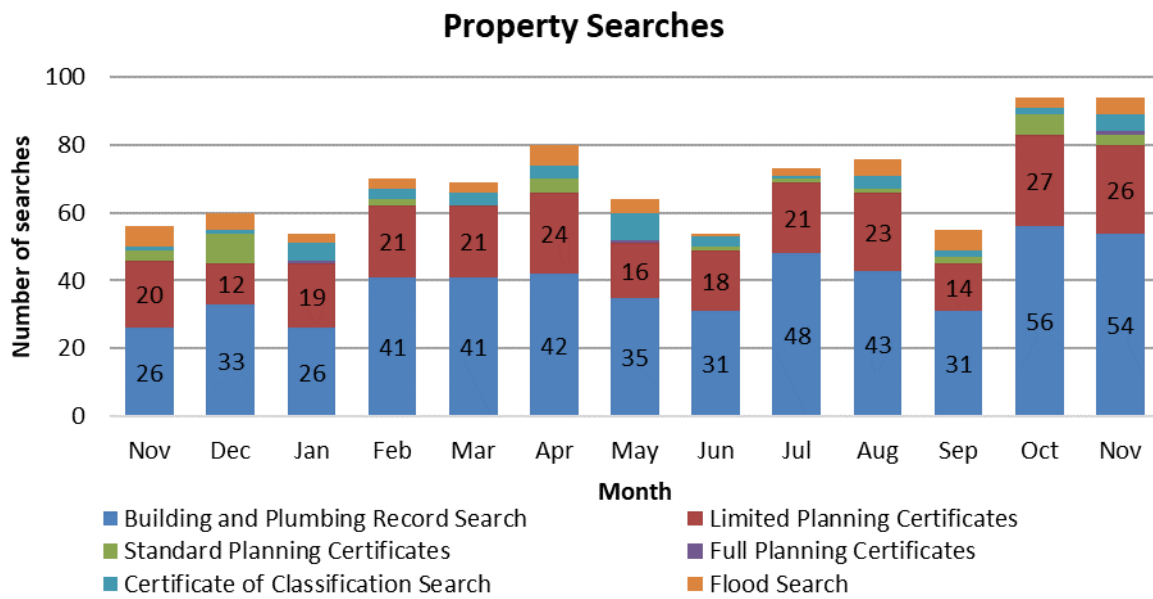


Table 6.7

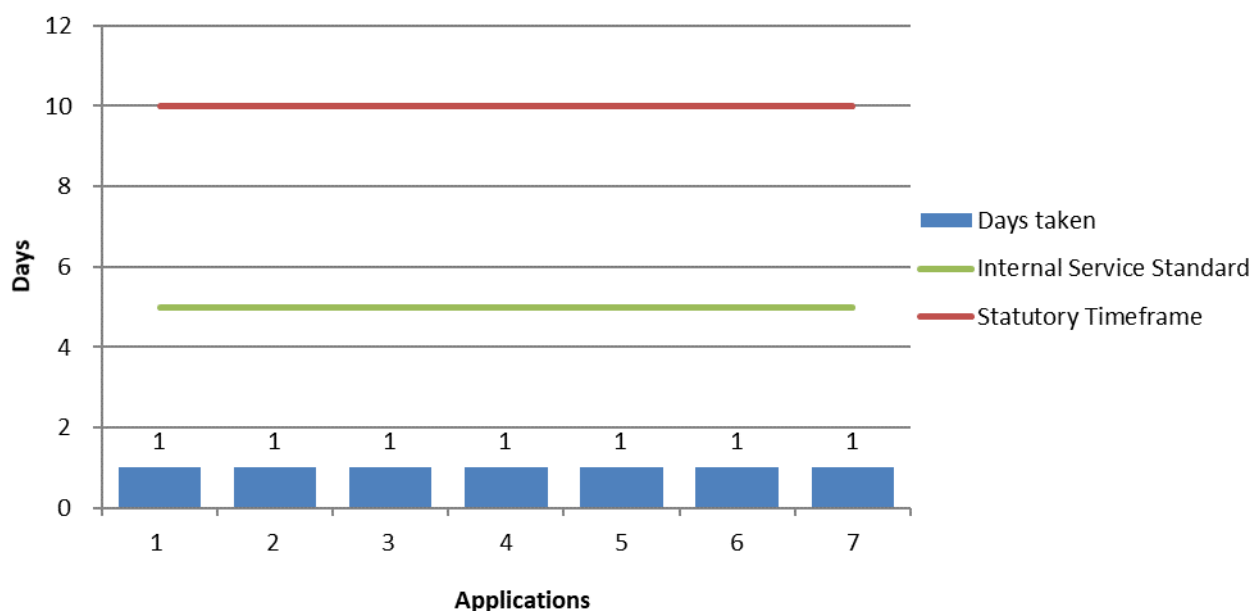
<i>Building</i>			
Service Level	Target	Current Performance	Service Level Type
Action notices and confirmation notices (where required) sent out within 10 business days of applications being lodged	100%	100%	Statutory
Information requests (where required) sent out within timeframes under <i>Planning Act 2016</i>	100%	100%	Statutory
Building approvals – decisions are made within a 35 business day	100%	100%	Statutory

Table 6.8

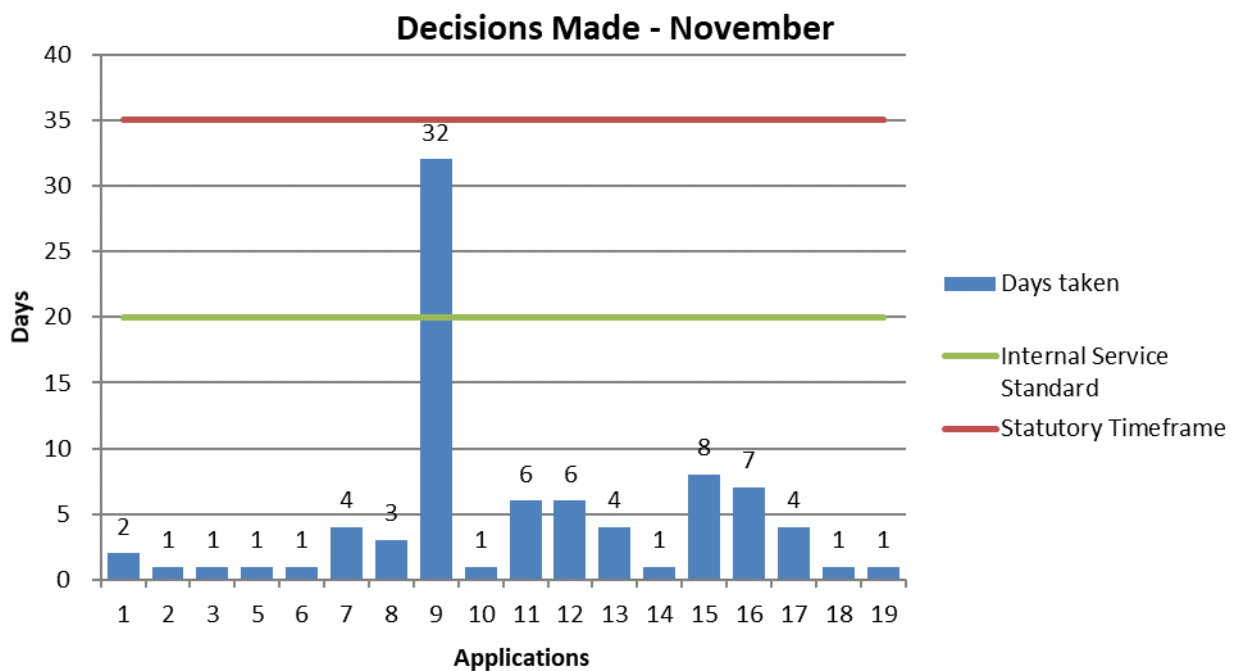
Description	Aug 19	Sep 19	Oct 19	Nov 19	Financial YTD
Concurrence Applications	13	12	9	13	59
Building Works	17	13	12	15	76
Total Received	30	25	21	28	135
Total Decided	25	27	18	19	122

Graph 6.7

Information Request Issued - November

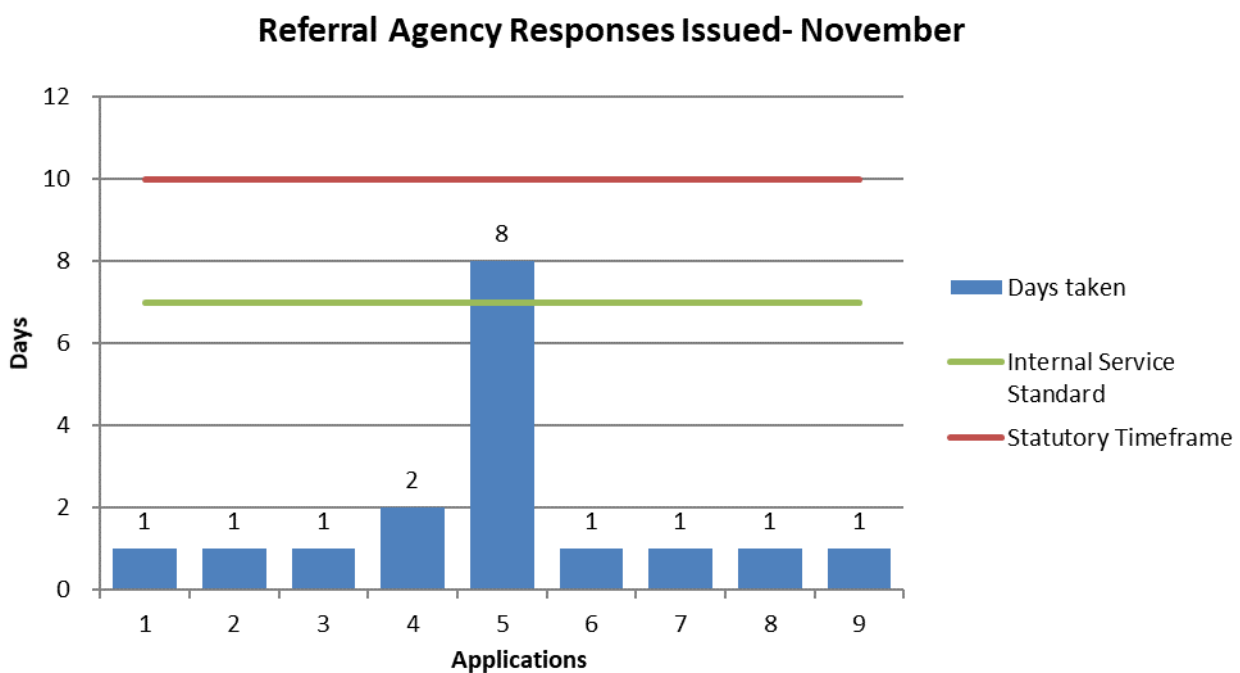


Graph 6.8



Referral Agency Applications

Graph 6.9



Building had two applications that were not completed within the Internal Service Standard; both of these had a request for an extension by the applicant for further information. Both were completed within legislative standards.

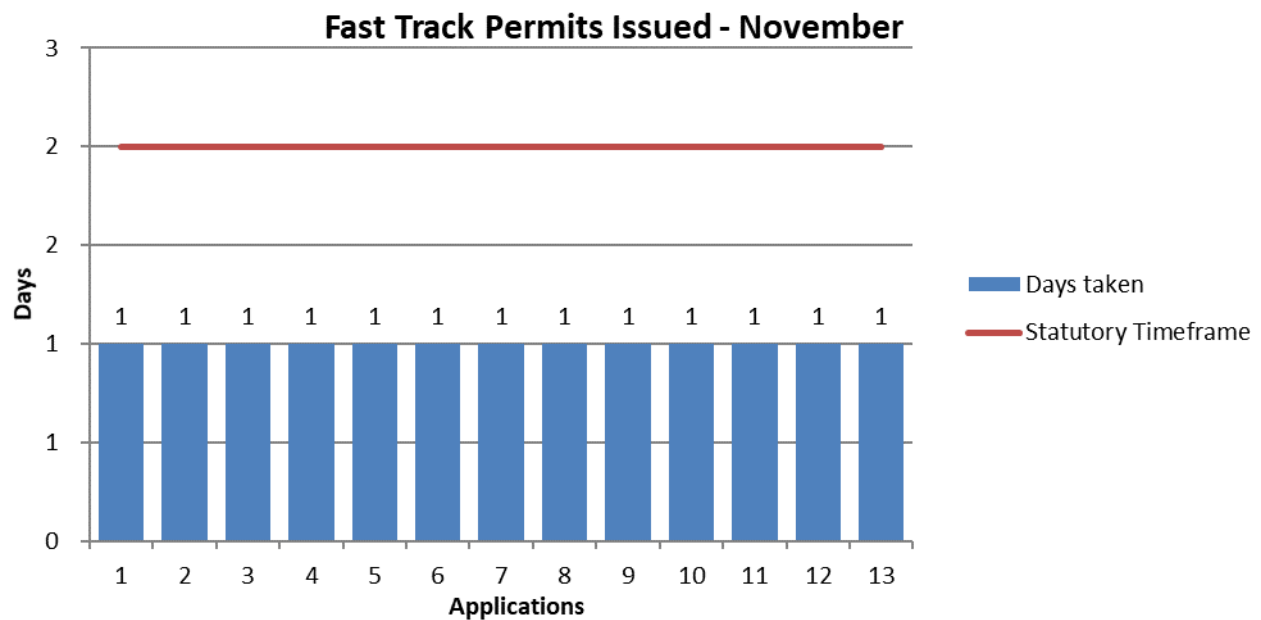
Table 6.9

<i>Plumbing</i>			
Service Level	Target	Current Performance	Service Level Type
Plumbing and Drainage Approvals – decisions are made within statutory timeframes – 2 days or 10 days	100%	100%	Statutory

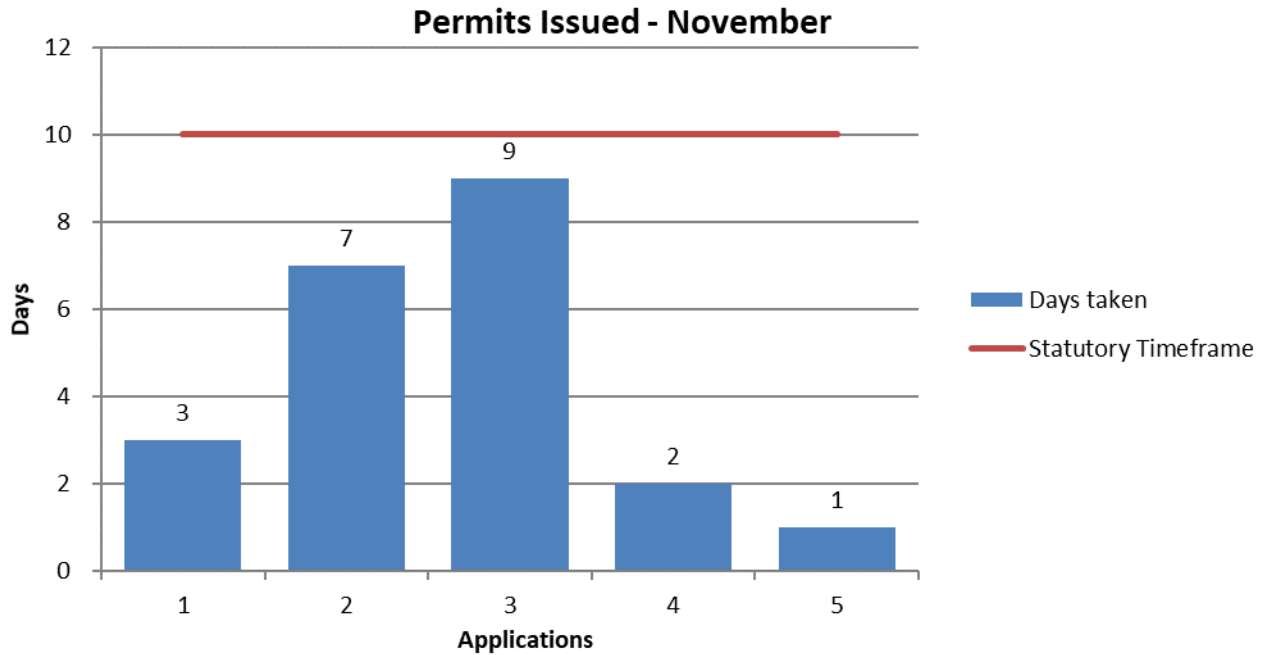
Table 6.10

Description	Aug 19	Sep 19	Oct 19	Nov 19	Financial YTD
New Applications	38	23	31	23	129
Total Decided	22	33	24	23	122

Graph 6.11

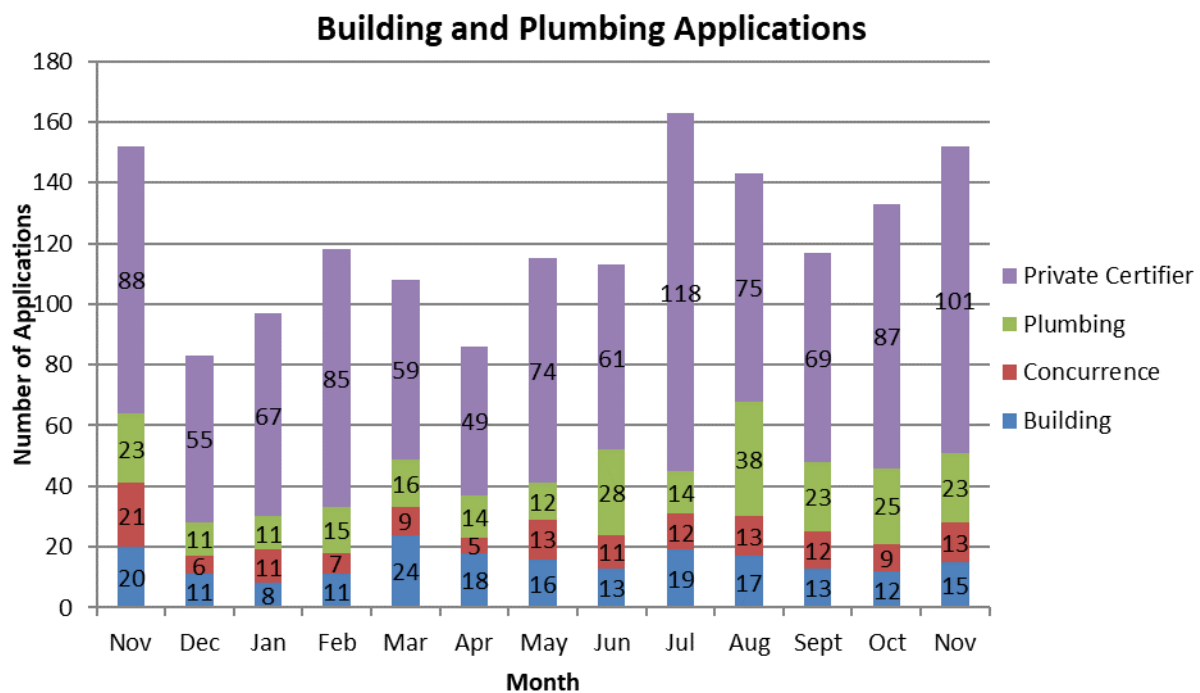


Graph 6.12



Plumbing Applications remain steady and all applications were completed within the required timeframes.

Graph 6.13



Graph 6.14

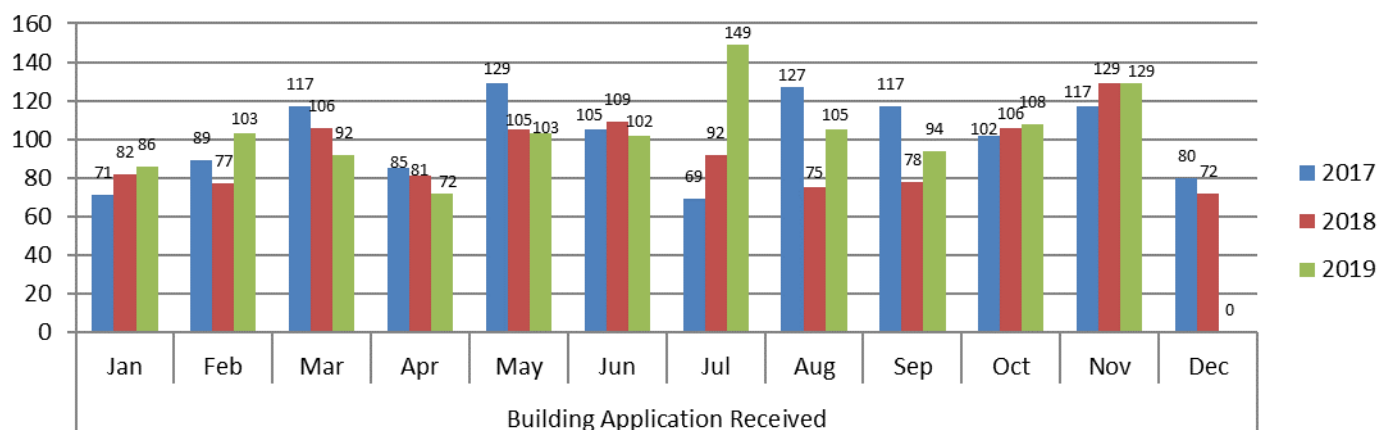
Building Applications Received - 2017-2019

Table 6.11

Health and Environment			
Service Level	Target	Current Performance	Service Level Type
Annual inspection of licensed food businesses undertaken	462	41%	Operational
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	16	25%	Operational
Annual inspection of devolved licensed environmentally relevant activities undertaken	6	17%	Operational

Table 6.12

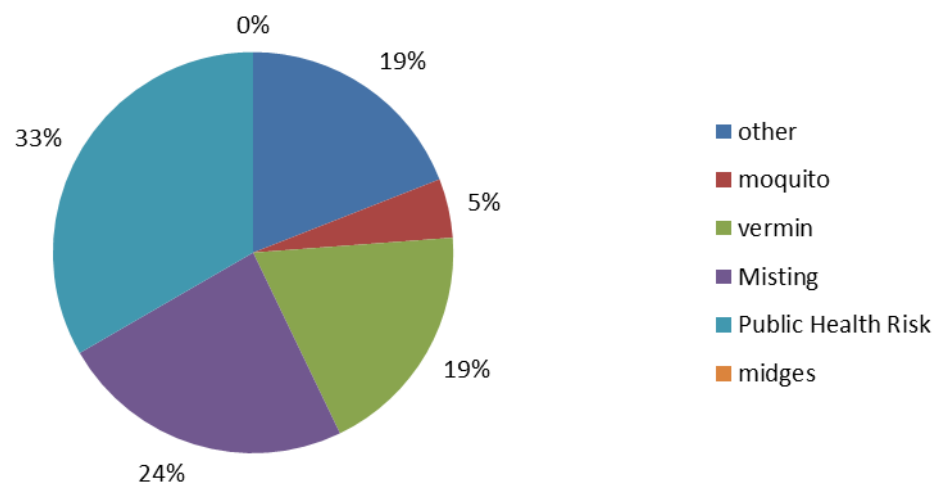
Applications/Inspections Received	Nov 19	Comments
Number of Food Business Licence Applications	3	1 Approved, 2 under assessment
Number of Short Term Food Business Licence Applications	3	2 Approved, 1 under assessment
Number of Mobile Food Business Licence Applications	0	
Total Number of Approved Food Business Licences	464	
Licences/Inspections	Financial YTD	Comments
Total Number of Annual Inspections for Food Business Licences undertaken	189	

Table 6.13

Program Activity	Dates/s Held	Inspections	Comments
Surveillance Program - October	1 – 31 Nov 2019	0	Inspection program suspended due to dry weather conditions and other priority work. To recommence after rain.
Surveillance Program Entire Program to Date	16 Aug 2019 – 30 Nov 2019	82	

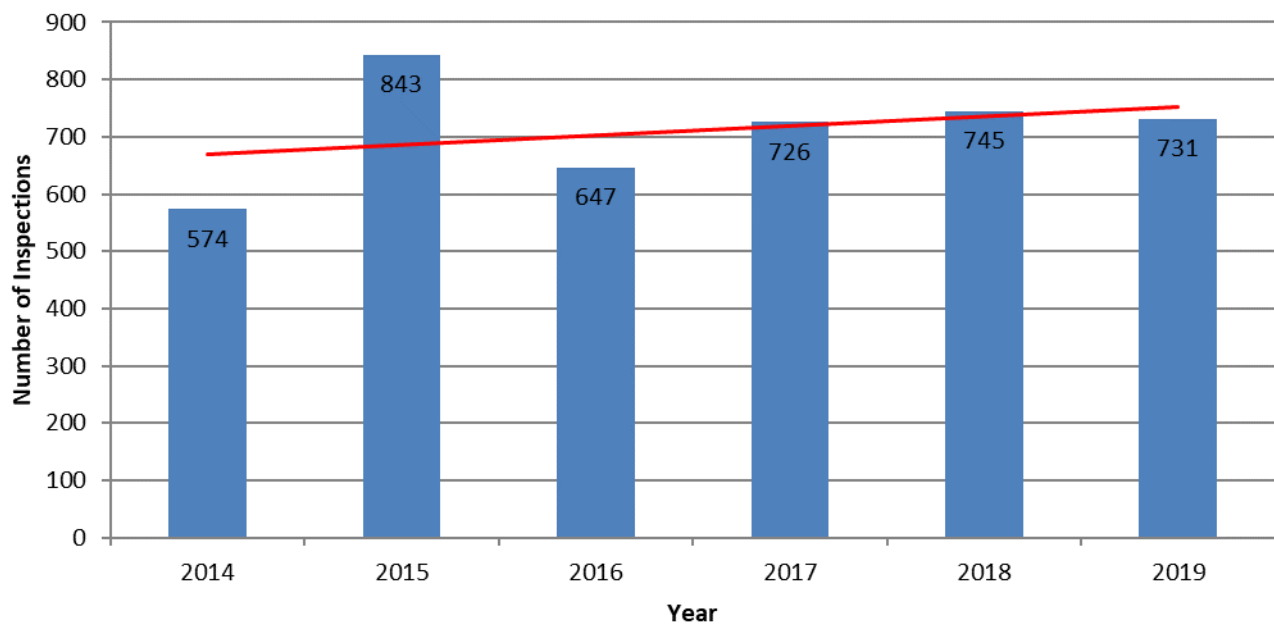
Graph 6.14

Vector Management - Breakdown of Request Types Received

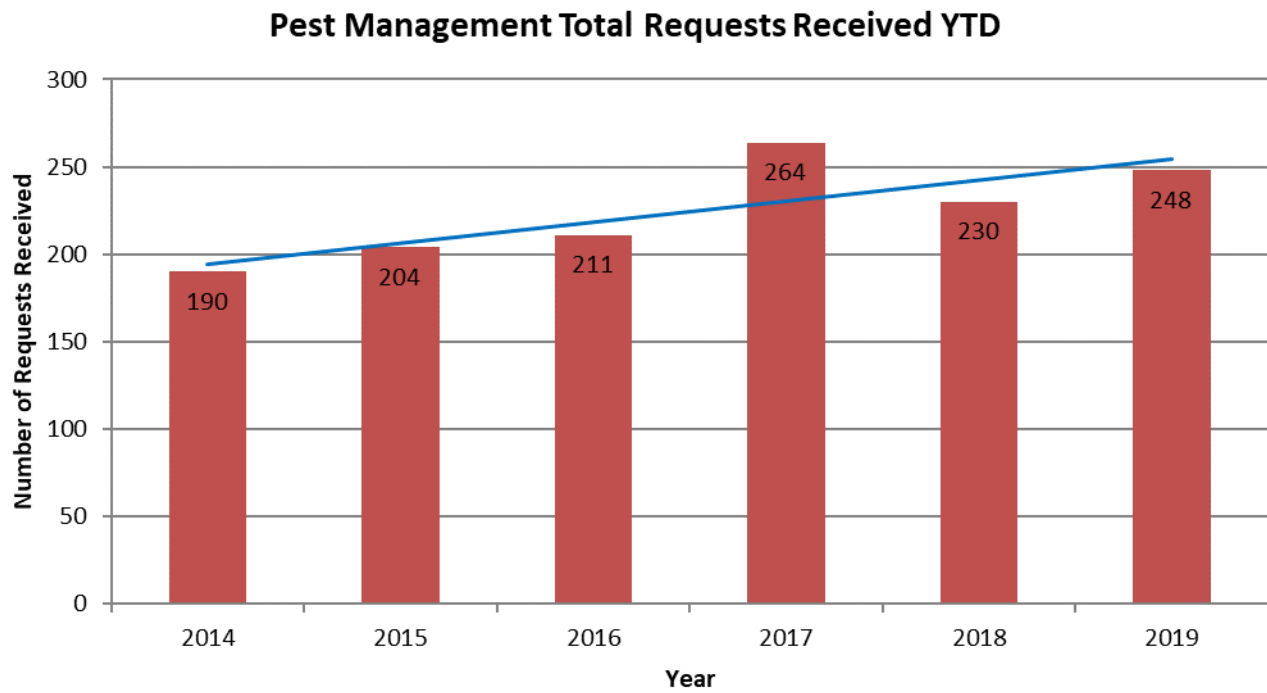


Graph 6.15

Environmental Health - Total Inspections Conducted YTD



Graph 6.16



8.2 MONTHLY OPERATIONS REPORT FOR PLANNING & REGULATORY SERVICES - DECEMBER 2019

File No: 1464
Attachments: 1. Monthly Operations Report for Planning & Regulatory Services - December 2019 [↓](#)
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Doug Scott - Manager Planning & Regulatory Services

SUMMARY

The Monthly Operations Report for Planning & Regulatory Services for December 2019 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Planning & Regulatory Services Monthly Operations Report for December 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 - DECEMBER 2019

Monthly Operations Report for Planning & Regulatory Services - December 2019

Meeting Date: 28 January 2020

Attachment No: 1

MONTHLY OPERATIONS REPORT

PLANNING & REGULATORY SERVICES

PERIOD ENDED DECEMBER 2019



1. Operational Summary

Local Laws

On 1 October 2019 the Local Laws Unit commenced their vaccination and microchip program, this program is helping eligible dog owners to access discounted vaccinations and microchipping. At the end of December, 101 vaccination and microchipping application forms have been processed with 192 vaccinations and 102 microchips approved.

Development Engineering

Officers have attended Native Title and Cultural Heritage training provided by the Institute of Public Works Engineers Australia (IPWEA). This is to be able to better inform the assessment process and understand potential implications for development in greenfield sites.

In addition, officers have attended road pavement and stormwater infrastructure assessment training offered by the IPWEA, to be able to understand asset failure signs and assessment methodologies.

Development Assessment

The Development Assessment Unit had a busy December with the Coordinator Development Assessment away on sick leave and one of the Senior Planners acting in the Coordinator's role. Amanda O'Mara did a fantastic job as acting Coordinator. In addition, one of the planners was on annual leave, meaning that there were only two planners for the majority of the month (one planner and Amanda as acting Coordinator). The team should be congratulated on getting through this busy period with reduced staff.

Building, Plumbing & Compliance

The Building, Plumbing & Compliance unit has completed the Education Plan around Pool Safety and related issues with the guidance of the Education Officer. The Education Officer has started the implementation.

Health and Environment

Environment & Public Health

Environmental Health Officer's attended two events and inspected a total of 16 food vendors at those events.

Pest

In December, Officers focused on spraying tree type invasive species and water weeds in the riverine system as other species are too stressed due to the dry weather conditions.

Feral pig control in the Mt Archer area continued by Council, the Queensland Parks & Wildlife Service, a contractor and private landholder adjacent to Queensland Parks & Wildlife Service land. In the Council trap in Fraser Park three sows and two boars have been caught and euthanised. Our partners had success in trapping a total of 19 feral pigs on the 13 December.

Traps were not active during the Christmas shutdown period due to the need for Officers to regularly check traps. Trapping resumed in January 2020 by all parties.

Vector

Rural Saltmarsh surveillances were conducted twice during December. Peak tides of 4.34 metres and 4.36 metres created minimal inundation on most of the sites. Where the water did inundate, breeding was found on most sites but in limited pockets. Due to the relatively small area inundated, treatment was not undertaken.

Urban Saltmarshes

As with the aerial sites, the tides in December only minimally inundated the urban sites. Site A (off Lakes Creek Road) was inspected on 12 and 24 December with a moderate inundation on the 12th where Methoprene was distributed around the breeding areas.

Other sites were inspected on 13 and 27 December. Sites B and D are becoming very hard to inspect with B being overrun with *Sporobolus* grass which makes dipping near impossible. Site C which is the main one behind the landfill is briquetted in the areas that inundate from tides. The water from these December tides did inundate site C, although not fully, but the water was restricted to the areas under current control by the Methoprene briquettes.

2. Customer Service Requests

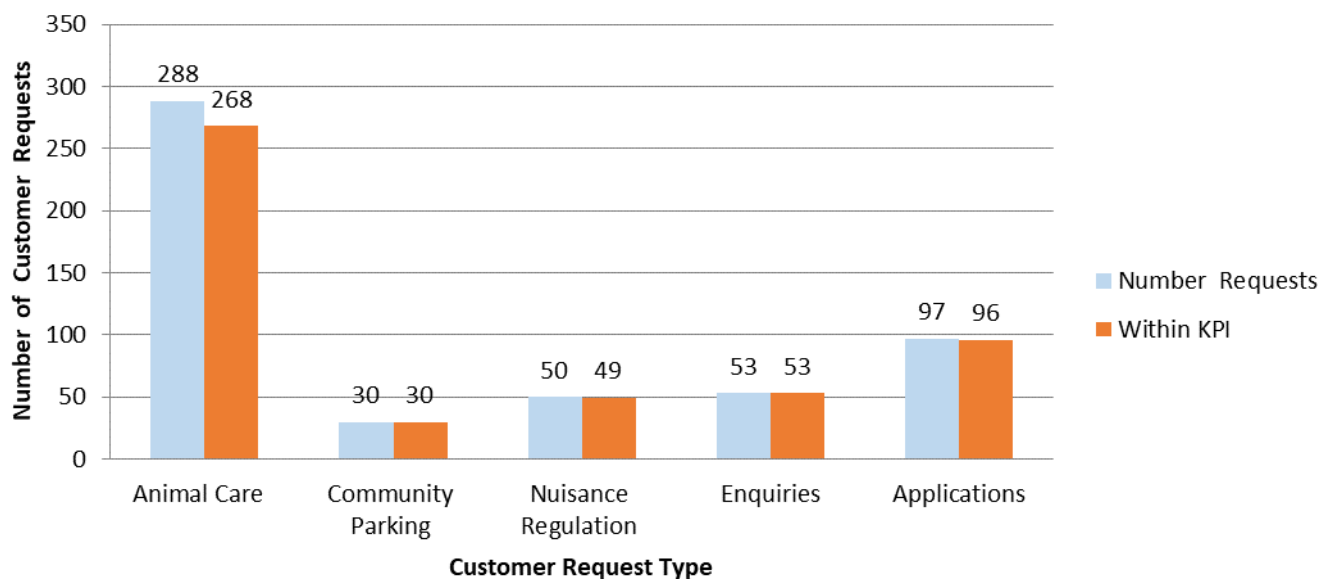
The Planning and Regulatory Services section has received 14,614 customer requests from January 2019 to date. Of these, 14,154 have been completed giving an average completion rate of 96% across the spectrum of operations.

Local Laws

- The Local Laws unit received 521 requests in December resolving 252 requests during the reporting period.
- Response times for completing customer requests in this reporting period are within the set timeframes for our KPIs.
- 163 wandering and restrained animals for collection customer requests were received during the month with 99 of these resolved.
- 69 dog registration amendment applications were received with 69 of these processed.

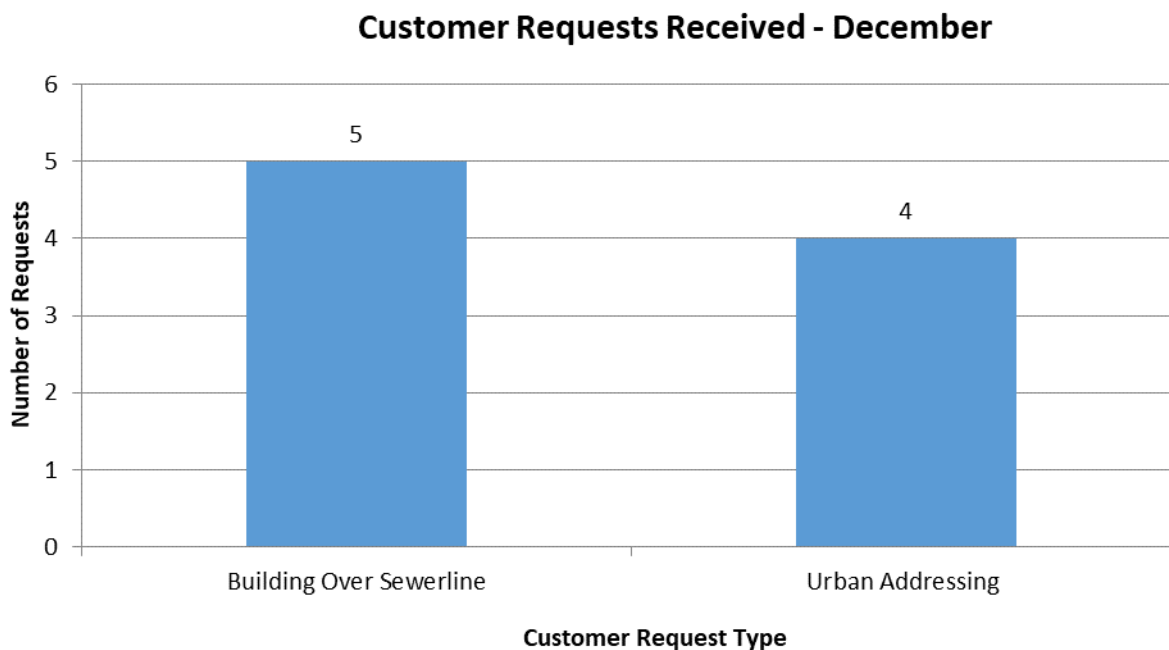
Graph 2.1

Initial Customer Request KPI Performance December 2019

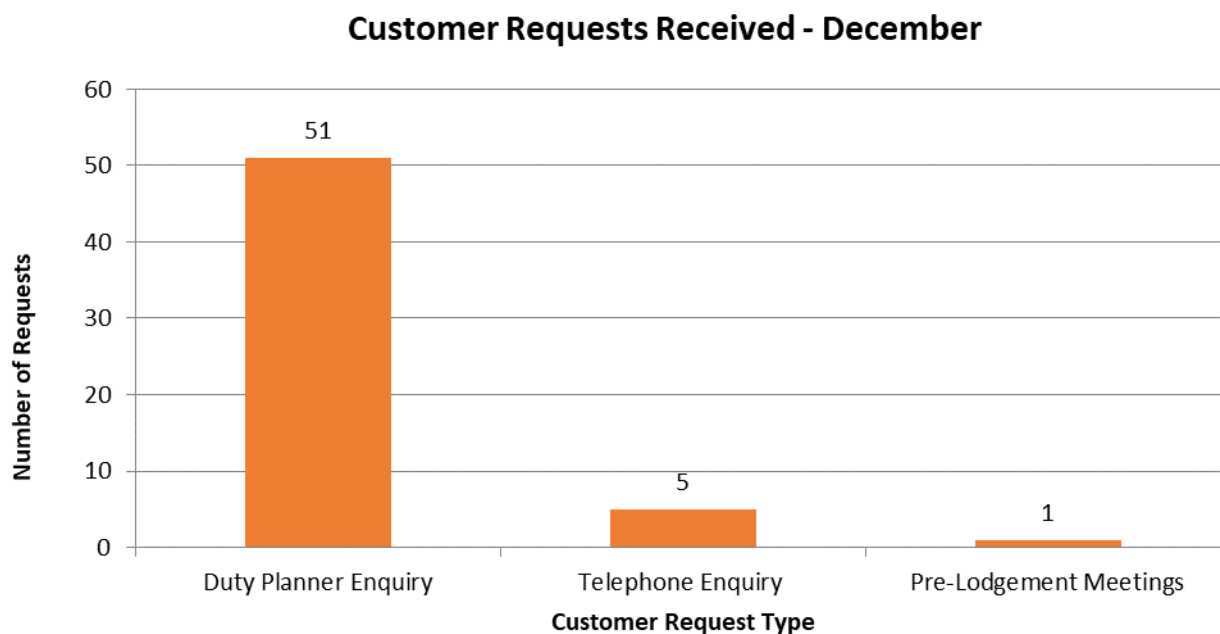


Development Engineering

Response times for completing customer requests (CRs) in this reporting period are within set timeframes. A number of CRs required investigation however, frequent contact was maintained with the customers.

Graph 2.2**Development Assessment**

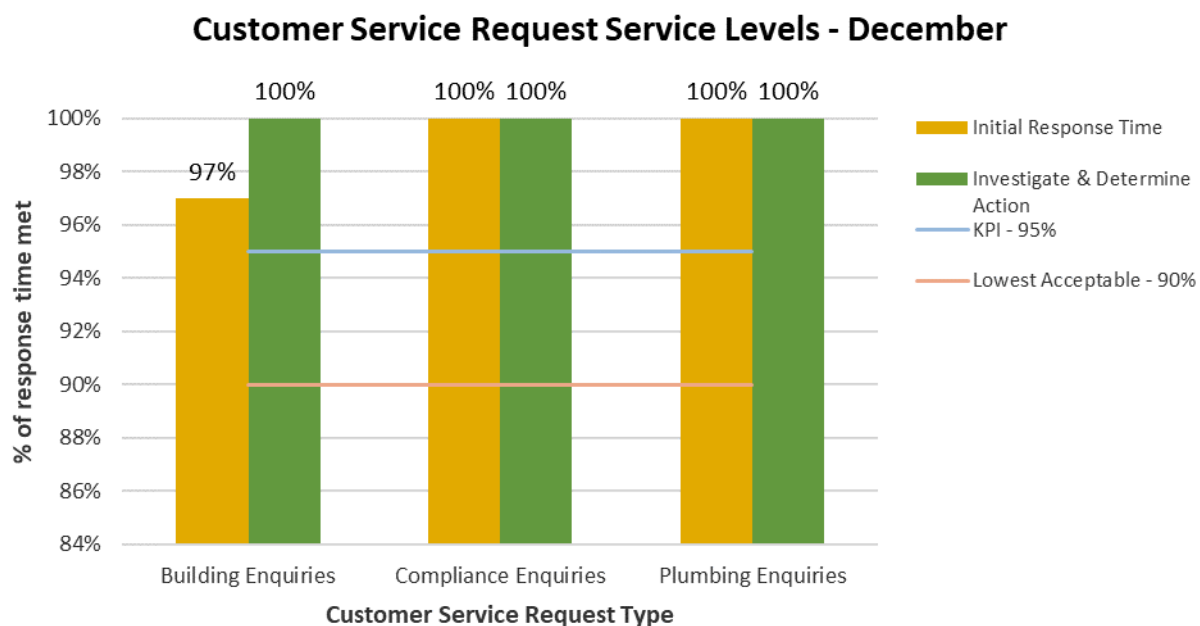
The Development Assessment Unit had 56 customer requests for December 2019. As at 1 January 2020 all but one had been responded to. There were five customer requests that took longer to respond to than the two business days agreed service level. The longest one was five business days. This is due to the fact that there were only two planners working as one was on leave.

Graph 2.3

Building, Plumbing & Compliance

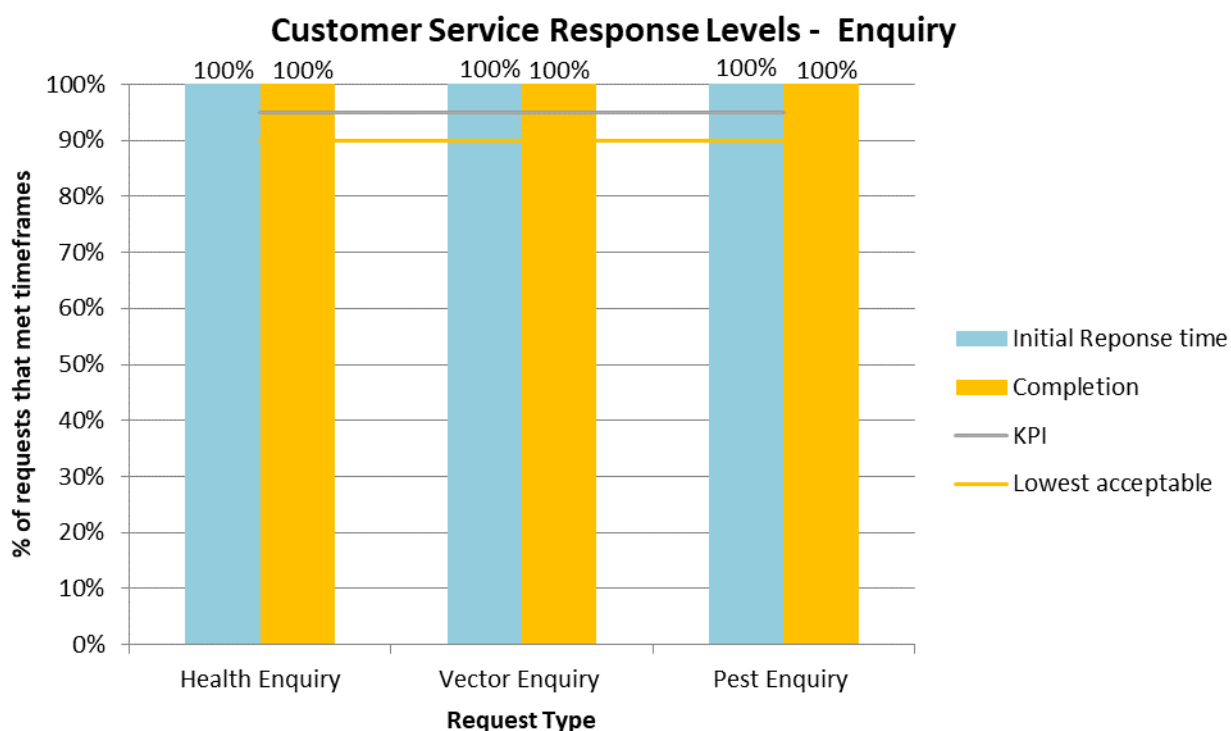
The unit received 46 customer requests during the reporting period. The unit met its customer service standards.

Graph 2.4

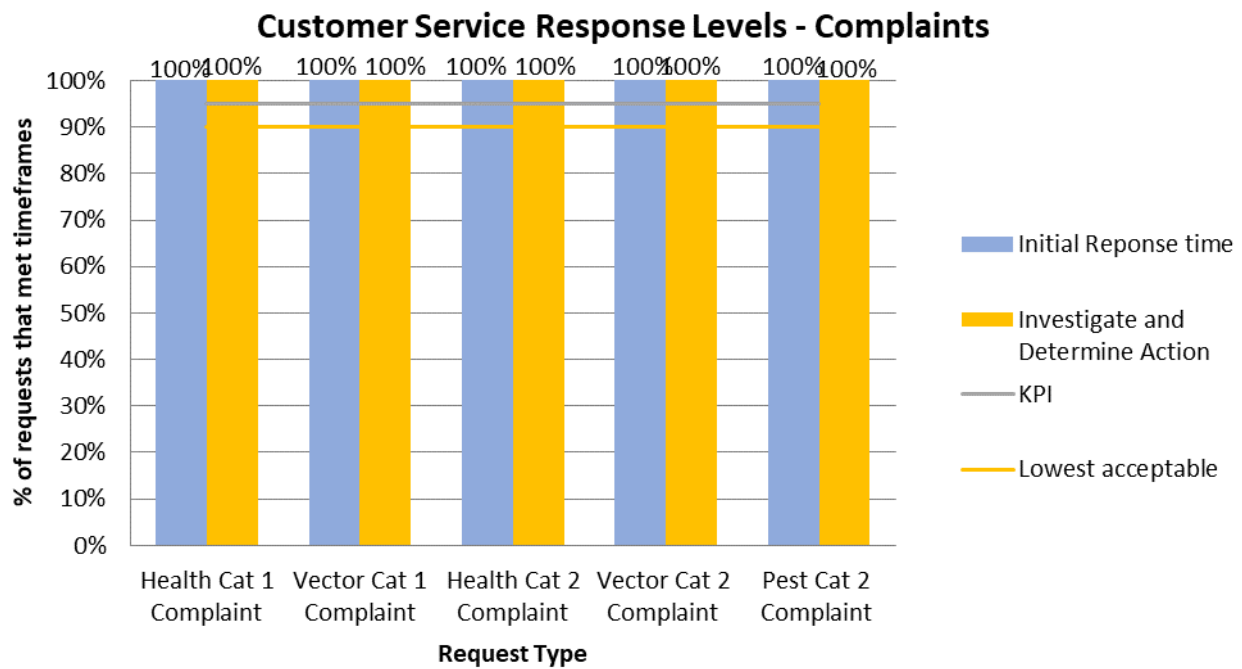
**Health & Environment**

The unit received 47 customer requests in December 2019, with the KPIs met for all request types. Customer request types were evenly spread across all work areas.

Graph 2.5



Graph 2.6



3. Operational Projects

As at period ended December – 50% of year elapsed.

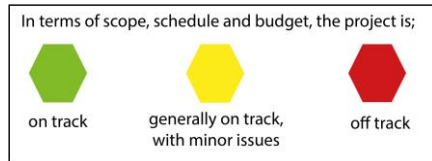


Table 4.1

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
<i>Local Laws</i>						
Vaccination and Microchip Program	Oct 19	Mar 20		In Progress	\$60,000	\$50,000

4. Budget

End of Month Budget Management Report - (Operating Only) - PLANNING AND REGULATORY SERVICES



As At End Of December

Report Run: 03-Jan-2020 11:07:42 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Monthly Budget Review	Actuals	EOM Commitments	Total	Variance	On Target 50% of Year Gone
	\$	\$	\$	\$	\$	%	
<u>Development Engineering</u>							
Revenues	0	0	(405)	0	(405)	-	
Expenses	1,148,258	1,148,258	518,619	6,377	524,996	45.2%	
Transfer / Overhead Allocation	(449,589)	(449,589)	(211,150)	0	(211,150)	47.0%	
Total Unit: Development Engineering	698,669	698,669	307,063	6,377	313,441	43.9%	
<u>Development Assessment</u>							
Revenues	(741,012)	(741,012)	(407,412)	0	(407,412)	55.0%	
Expenses	1,761,147	1,761,147	603,069	16,486	619,555	34.2%	
Transfer / Overhead Allocation	31,212	31,212	(27,825)	0	(27,825)	-89.2%	
Total Unit: Development Assessment	1,051,348	1,051,348	167,832	16,486	184,318	16.0%	
<u>Building, Plumbing and Compliance</u>							
Revenues	(519,901)	(519,901)	(267,219)	0	(267,219)	51.4%	
Expenses	1,170,295	1,170,295	525,345	1,577	526,922	44.9%	
Transfer / Overhead Allocation	(148,286)	(148,286)	(86,464)	0	(86,464)	58.3%	
Total Unit: Building, Plumbing and Compliance	502,108	502,108	171,662	1,577	173,239	34.2%	
<u>Health & Environment</u>							
Revenues	(184,107)	(184,107)	(57,581)	0	(57,581)	31.3%	
Expenses	2,484,787	2,484,787	1,001,769	92,556	1,094,324	40.3%	
Transfer / Overhead Allocation	360,558	360,558	102,420	0	102,420	28.4%	
Total Unit: Health & Environment	2,661,237	2,661,237	1,046,607	92,556	1,139,163	39.3%	
<u>Local Laws</u>							
Revenues	(1,149,192)	(1,149,192)	(585,394)	0	(585,394)	50.9%	
Expenses	3,004,470	3,004,470	1,303,674	261,268	1,564,942	43.4%	
Transfer / Overhead Allocation	257,367	257,367	92,404	0	92,404	35.9%	
Total Unit: Local Laws	2,112,645	2,112,645	810,684	261,268	1,071,952	38.4%	
<u>Planning and Regulatory Services Management</u>							
Revenues	(15,000)	(15,000)	0	0	0	0.0%	
Expenses	462,495	462,495	253,587	19,614	273,201	54.8%	
Transfer / Overhead Allocation	0	0	714	0	714	-	
Total Unit: Planning & Regulatory Services Mgmt	447,495	447,495	254,301	19,614	273,915	56.8%	
Total Section: PLANNING & REGULATORY SERVICES	7,473,502	7,473,502	2,758,149	397,878	3,156,027	36.9%	

Table 5.1

Comments
Health and Environment Units expenditure is slightly below the target, however is expected to be on target by the end of the budget period. Health and Environment Units revenue is on track, with licence renewals issued in April 2020 for payment in June 2020.
Development Engineering Units budget is on track with a slight variation of 6% due to an underspend in wages and contractors / consultants work.
Development Assessment budget is tracking ahead in revenue and behind in expenses. The underspend in expenses is due to wages as staff numbers have been reduced.

5. Section Statistics

Table 6.1

<i>Local Laws</i>		
<i>Program Activity</i>	<i>Dates/s Held</i>	<i>Participant Numbers</i>
'Part of the Pack' – December	1 – 31 December 2019	52
'Part of the Pack' – Entire Program to Date	1 May – To date	701

Table 6.2

Description	Sept 19	Oct 19	Nov 19	Dec 19	Financial YTD
New Dogs Registered	357	377	282	127	2,038
Dog Registration Renewals	1,577	295	219	54	18,163
Total	1,934	672	501	181	20,201

Table 6.3

Description	Sept 19	Oct 19	Nov 19	Dec 19	Financial YTD
Dangerous Dogs Declared	2	2	3	2	11
Menacing Dogs Declared	0	0	0	0	2
Restricted Dogs Declared	0	0	0	0	0

Table 6.4

Description	Sept 19	Oct 19	Nov 19	Dec 19	Financial YTD
Parking Infringements Issued	203	378	520	140	2,575
Animal Infringements Issued	22	11	105	39	216
Local Law Infringements Issued	3	3	3	3	17
Total	228	392	628	182	2,808

Table 6.5

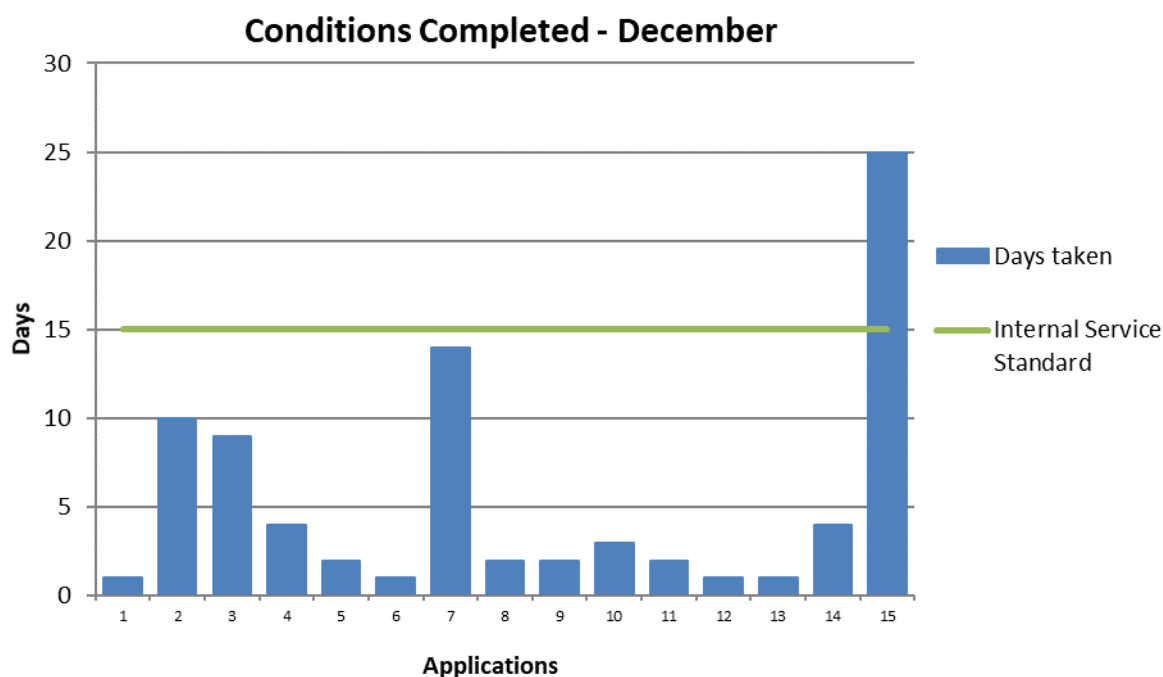
<i>Development Engineering</i>			
Service Level	Target	Current Performance	Service Level Type
Internal Referral – Conditions completed within 15 days	95% (Lowest acceptable 90%)	94%	Operational

Table 6.6

Description	Sep 19	Oct 19	Nov 19	Dec 19	Financial YTD
Material Change of Use & Reconfiguration of a Lot referrals completed	12	16	14	14	83
Operational Works referral completed	7	6	5	1	46
Total Completed	19	22	19	15	129

This total includes referrals for all Operational Works, Material Change of Use and Reconfiguration of a Lot and responses to information requests made for applications previously submitted and survey plans.

Graph 6.1



15 referrals to the unit were assessed during the month, these consisted of one Operational Works application and 14 Material Change of Use/Reconfiguration of a Lot applications. One of the 15 applications were responded to outside the unit's target KPI of 95% within 15 business days for conditions. This is due to additional engineering information being provided throughout the assessment process and insufficient information being provided by the applicant with the application submission. It is noted that the one application that was outside the unit's target KPI has complied with the statutory timeframes per the *Planning Act 2016*. In the month of December DEU did not issue any information requests, working with the applicant to avoid extending timeframes out and getting comments back as soon as possible.

Table 6.7

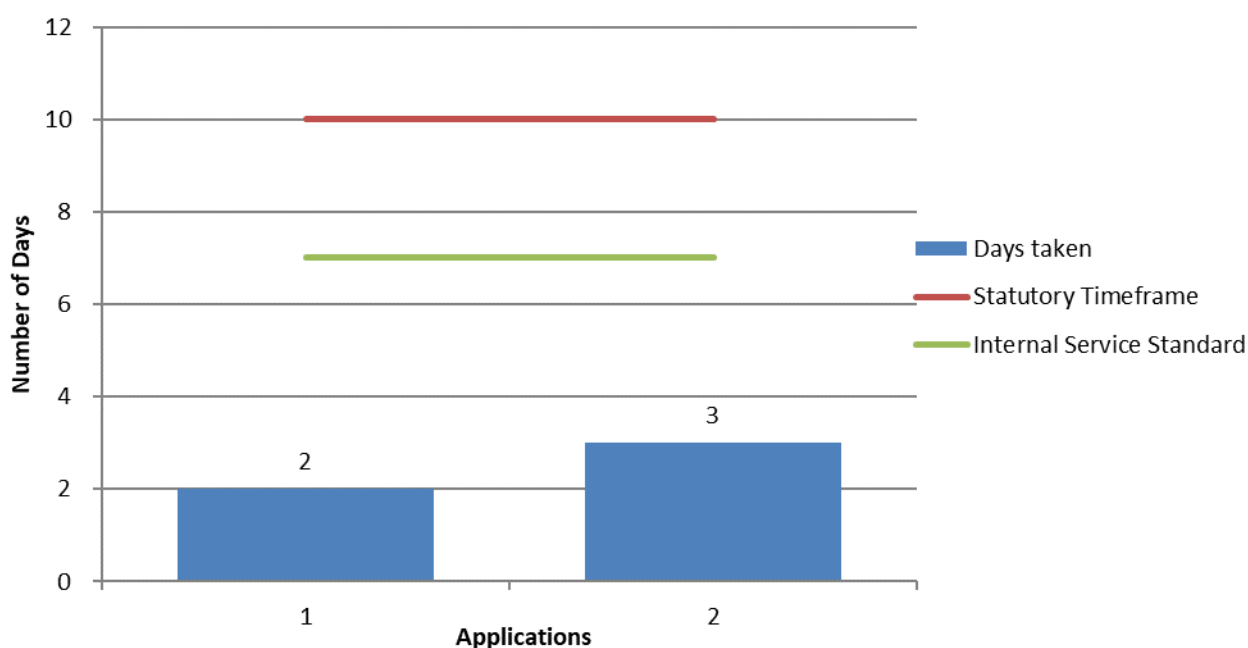
<i>Development Assessment</i>			
Service Level	Target	Current Performance	Service Level Type
Confirmation Notices (where required) sent out within 10 business days of applications lodged	100%	100%	Statutory
Information Requests (where required) sent out within timeframes required under the <i>Sustainable Planning Act 2009</i> and <i>Planning Act 2016</i>	100%	100%	Statutory
Decisions are made within timeframes required under the <i>Sustainable Planning Act 2009</i> and <i>Planning Act 2016</i>	100%	100%	Statutory
Decision notices are issued within 5 business days of the decision being made	100%	100%	Statutory

Table 6.8

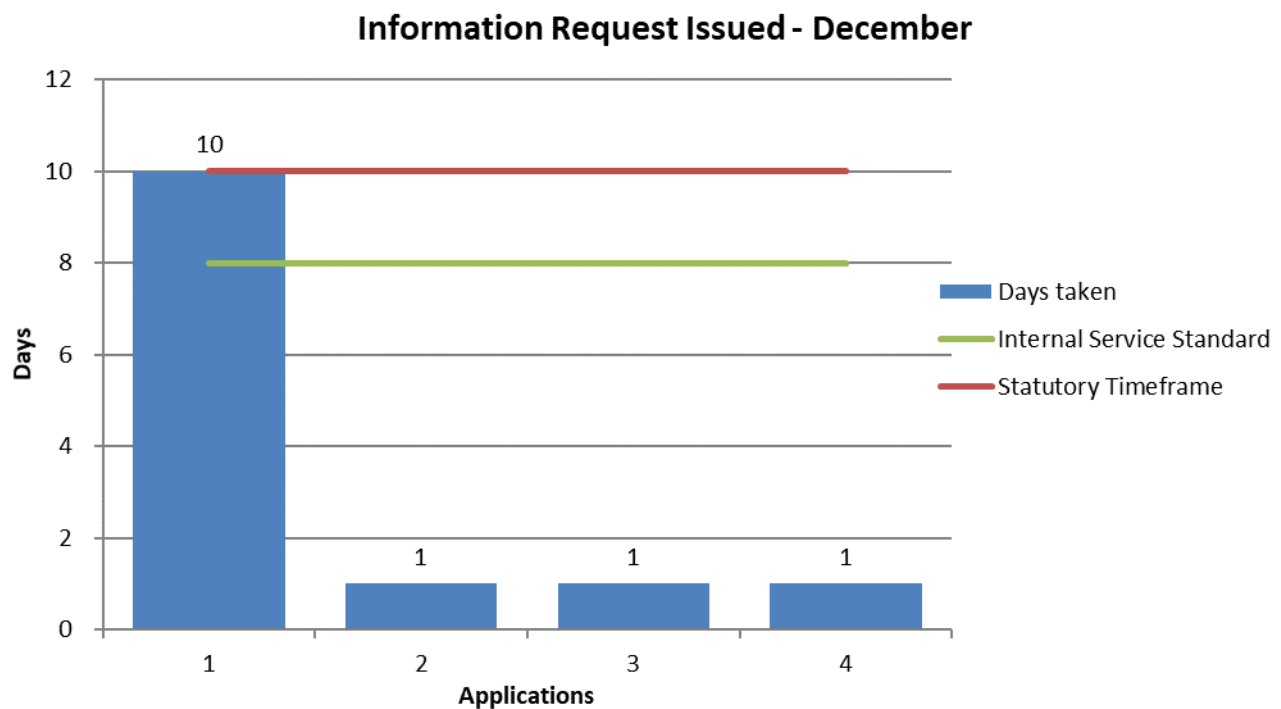
Description	Sep 19	Oct 19	Nov 19	Dec 19	Financial YTD
New Applications	7	10	8	18	75
Request to Change Applications	1	0	0	1	6
Development Incentives Applications	0	1	0	0	1
Total Received	8	11	8	19	82
Total Decided	11	18	10	7	73

Graph 6.2

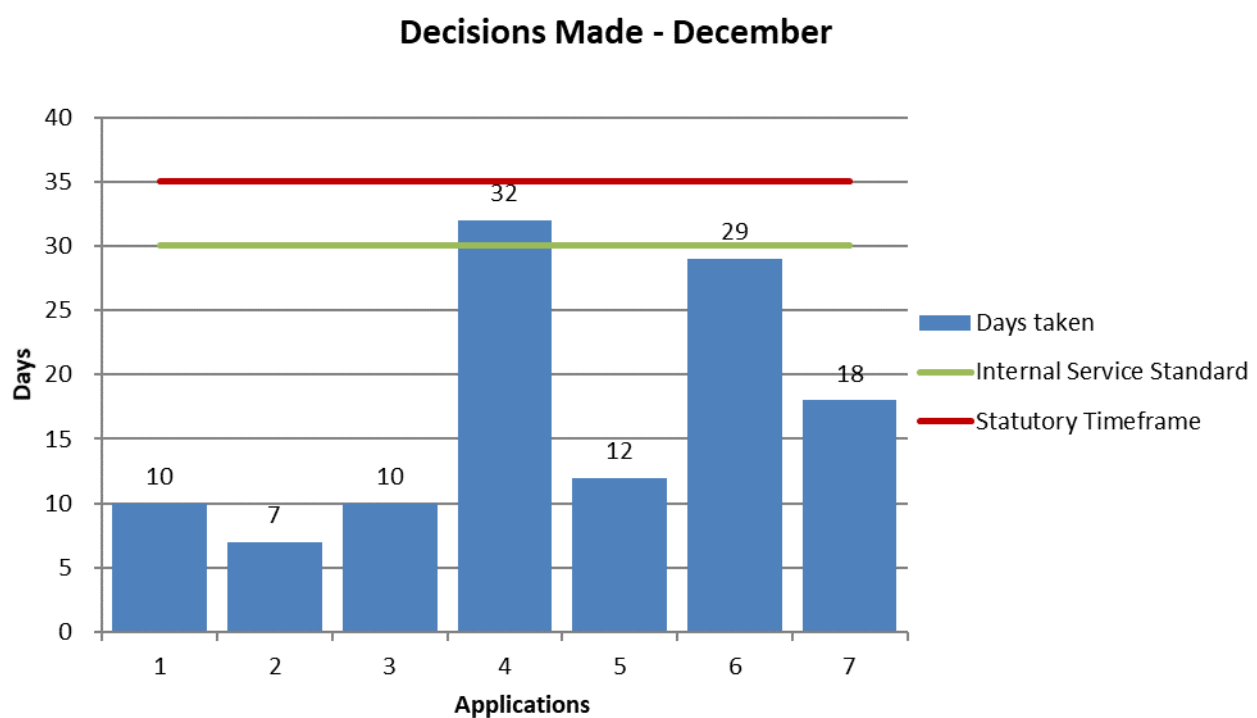
Confirmation Notices Issued - December



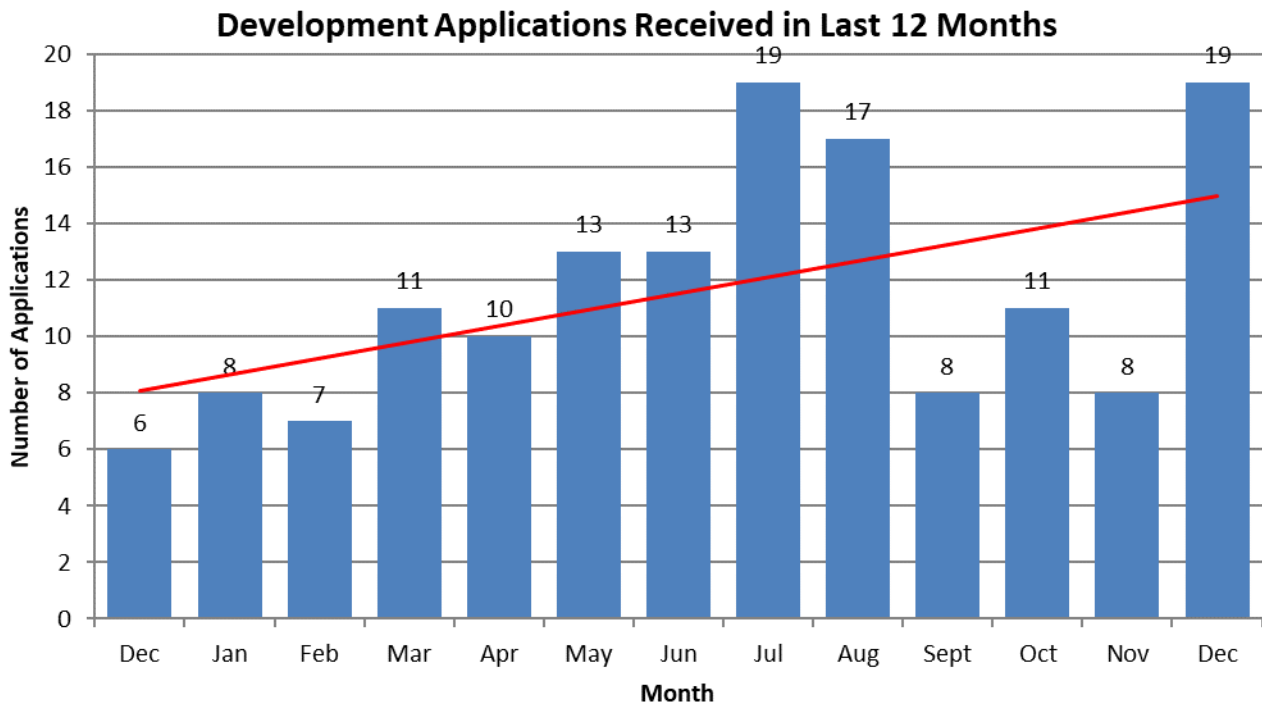
Graph 6.3



Graph 6.4



Graph 6.5



Graph 6.6

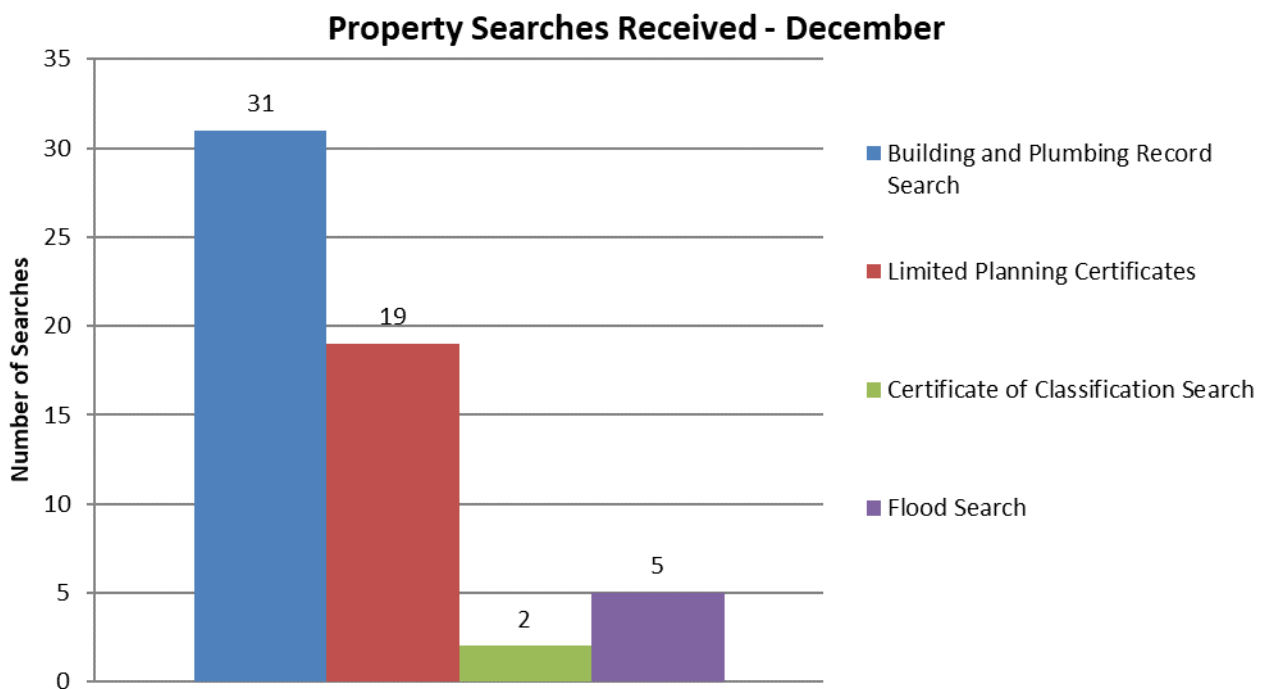


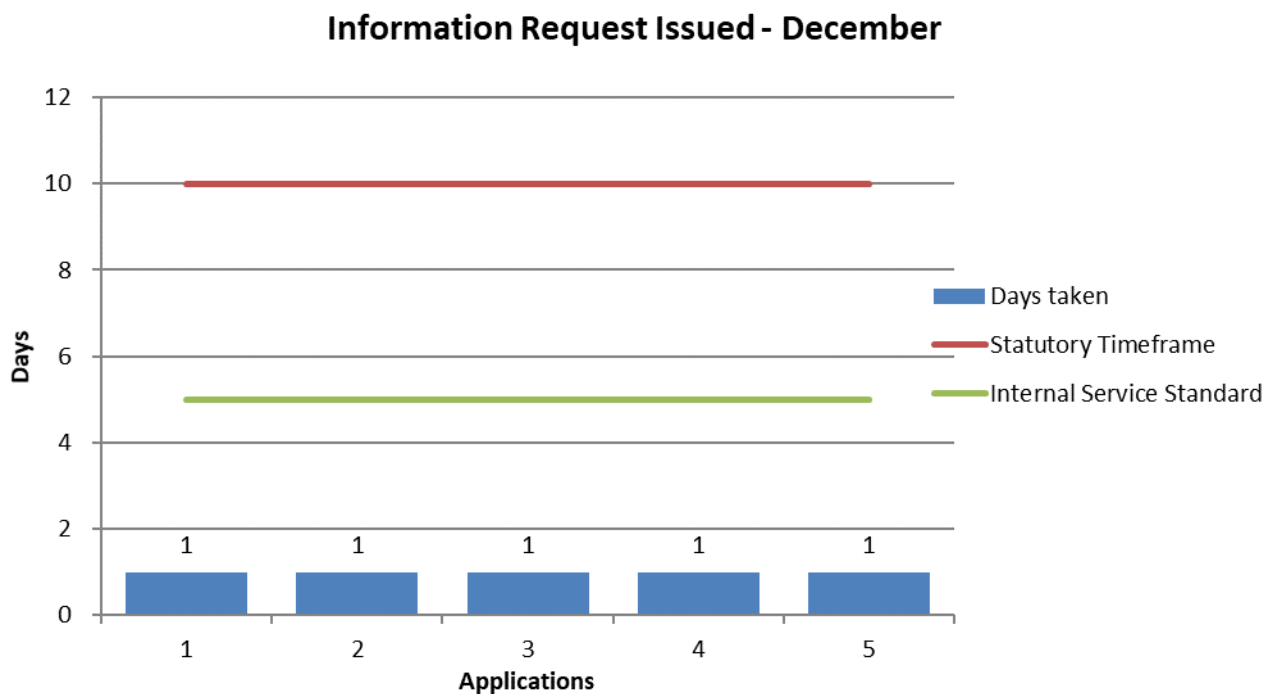
Table 6.7

<i>Building</i>			
Service Level	Target	Current Performance	Service Level Type
Action notices and confirmation notices (where required) sent out within 10 business days of applications being lodged	100%	100%	Statutory
Information requests (where required) sent out within timeframes under <i>Planning Act 2016</i>	100%	100%	Statutory
Building approvals – decisions are made within a 35 business day	100%	100%	Statutory

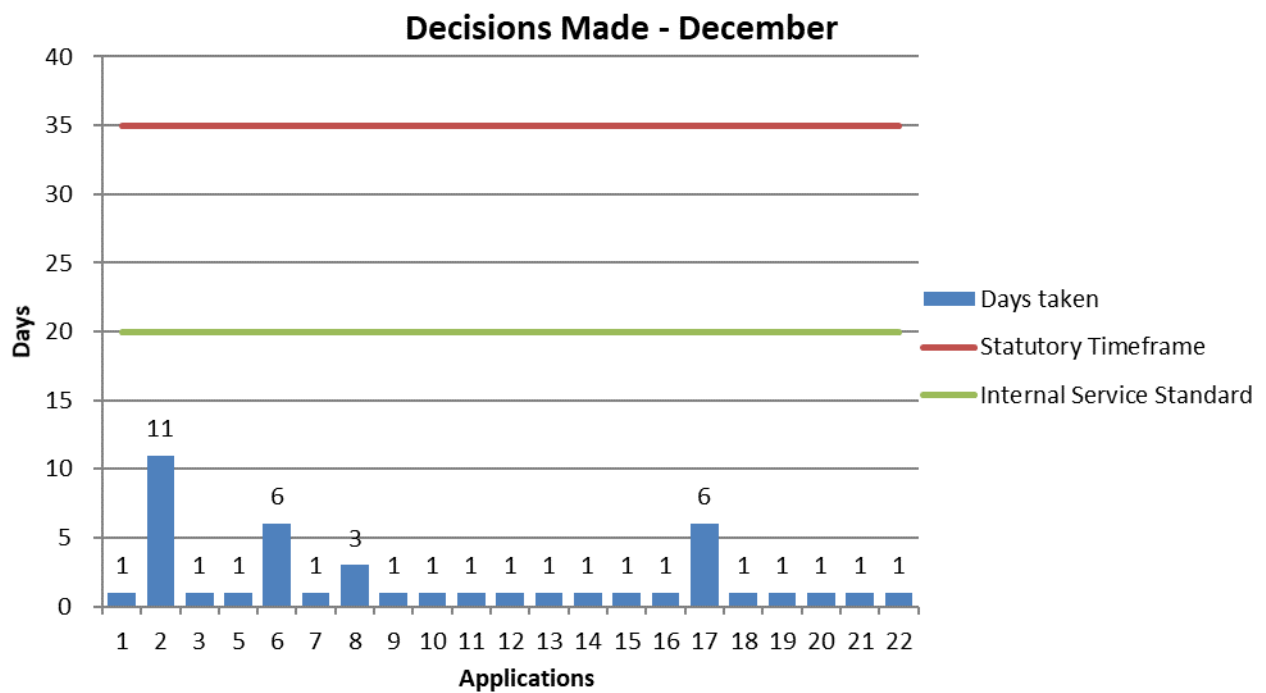
Table 6.8

Description	Sep 19	Oct 19	Nov 19	Dec 19	Financial YTD
Concurrence Applications	12	9	13	18	77
Building Works	13	12	15	12	88
Total Received	25	21	28	30	165
Total Decided	27	18	19	21	143

Graph 6.7

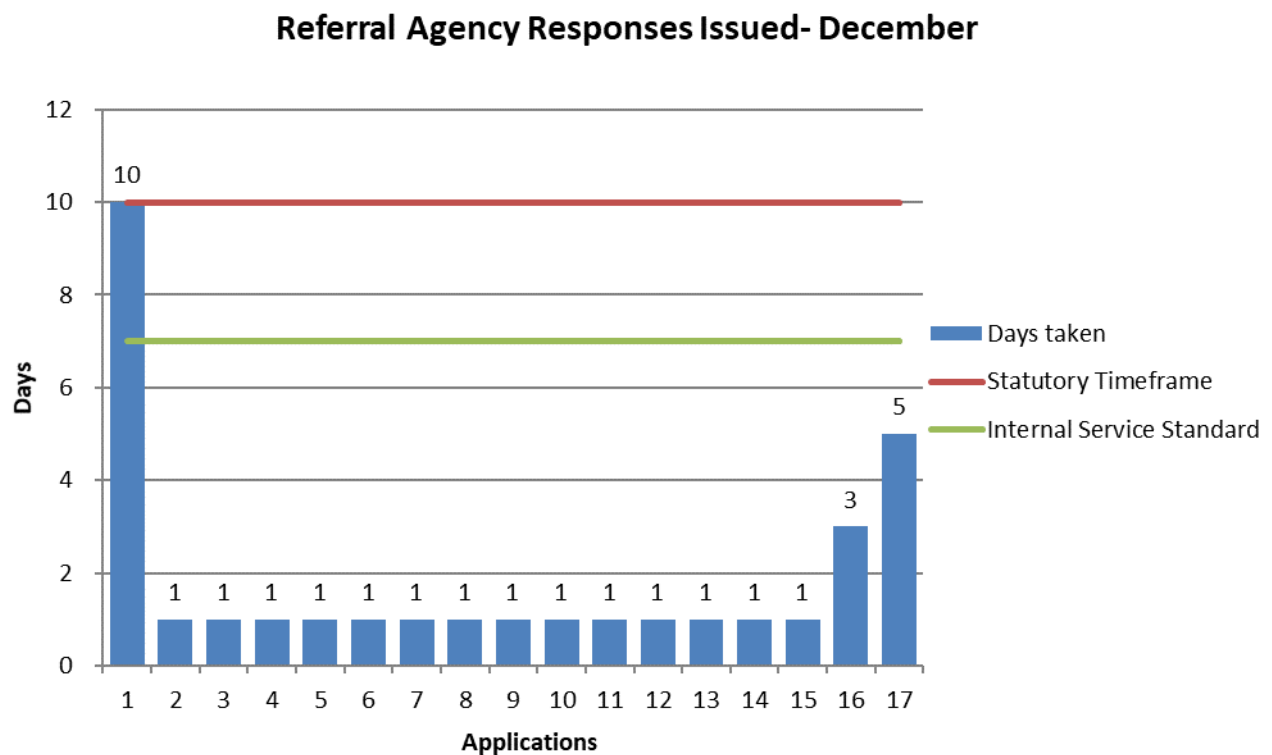


Graph 6.8



Referral Agency Applications

Graph 6.9



Graph 6.10

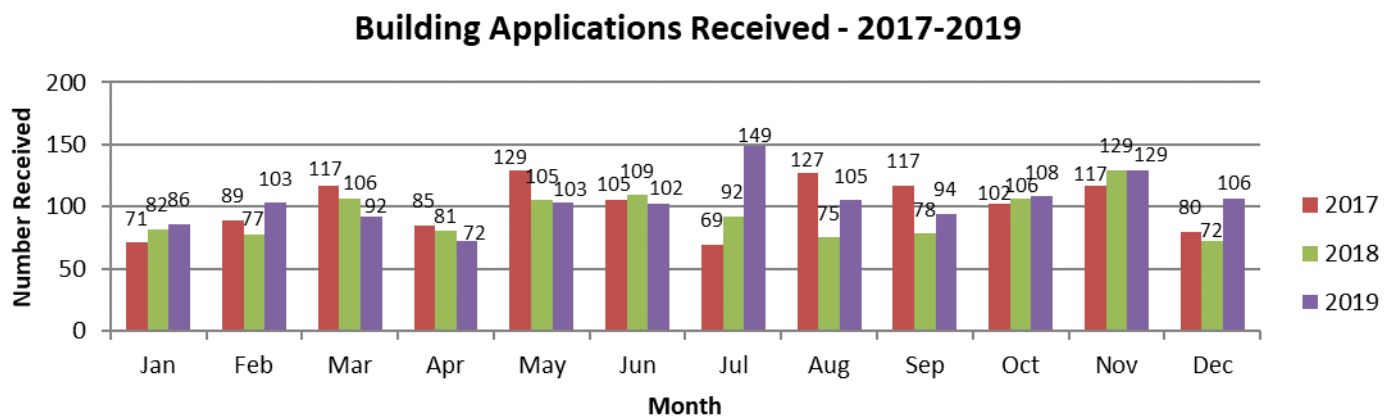


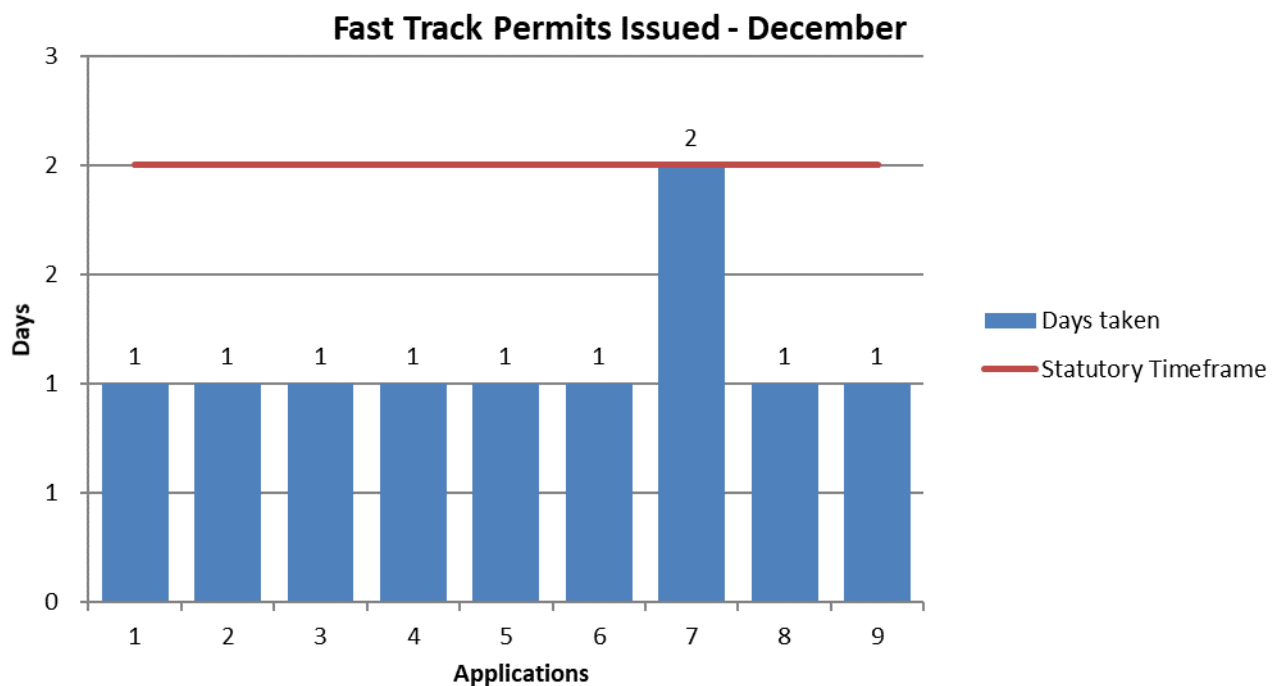
Table 6.9

<i>Plumbing</i>			
Service Level	Target	Current Performance	Service Level Type
Plumbing and Drainage Approvals – decisions are made within statutory timeframes – 2 days or 10 days	100%	100%	Statutory

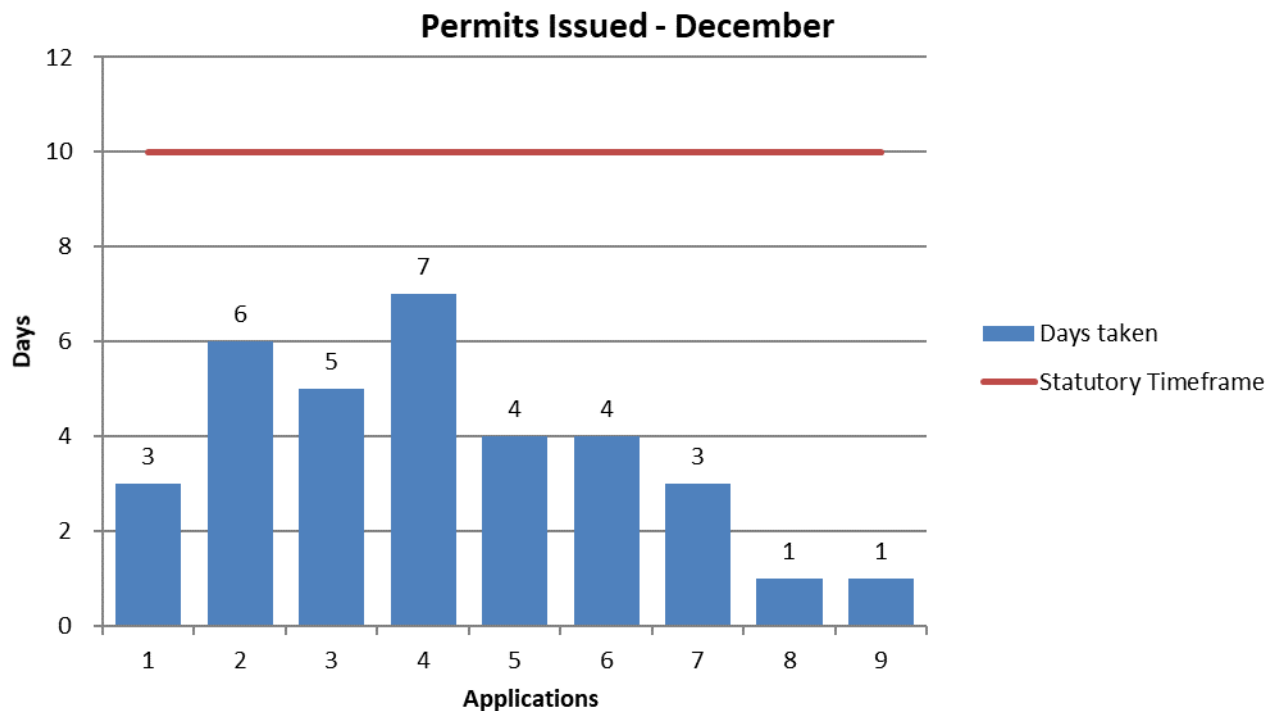
Table 6.10

Description	Sep 19	Oct 19	Nov 19	Dec 19	Financial YTD
New Applications	23	31	23	22	151
Total Decided	33	24	23	18	140

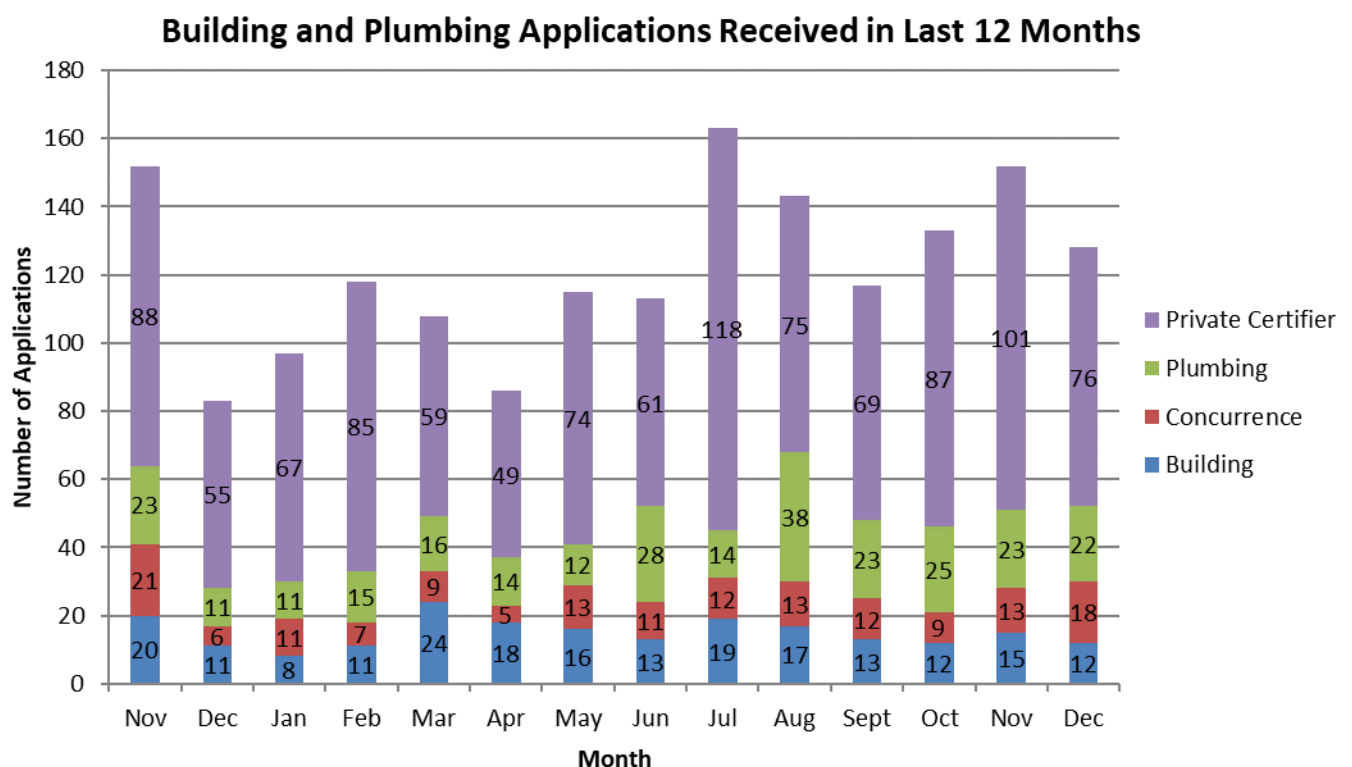
Graph 6.11



Graph 6.12



Graph 6.13



Building Applications to Council remain steady with one Referral Application extended beyond the Customer Service level due to providing the applicant more time so there was no need for an Information Request. We have noted an increase in Referral Applications and is reflected in the total increase in Building Approvals in Rockhampton compared to previous years (Council and Private Certification Approvals).

Plumbing Approvals remain steady and were all completed within the customer service levels.

Table 6.11

<i>Health and Environment</i>			
Service Level	Target	Current Performance	Service Level Type
Annual inspection of licensed food businesses undertaken	462	45%	Operational
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	16	25%	Operational
Annual inspection of devolved licensed environmentally relevant activities undertaken	6	17%	Operational

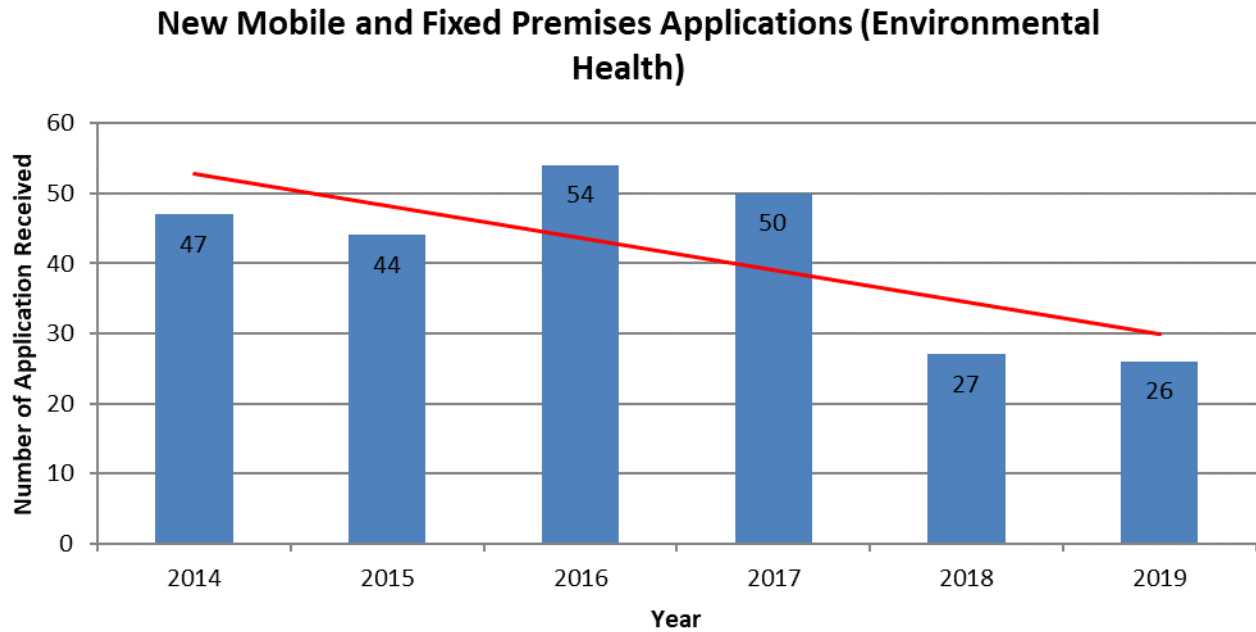
Table 6.12

Applications/Inspections Received	Dec 19	Comments
Number of Food Business Licence Applications	1	Includes Food Safety Program, under assessment
Number of Short Term Food Business Licence Applications	0	
Number of Mobile Food Business Licence Applications	0	
Total Number of Approved Food Business Licences	463	
Licences/Inspections	Financial YTD	Comments
Total Number of Annual Inspections for Food Business Licences undertaken	219	

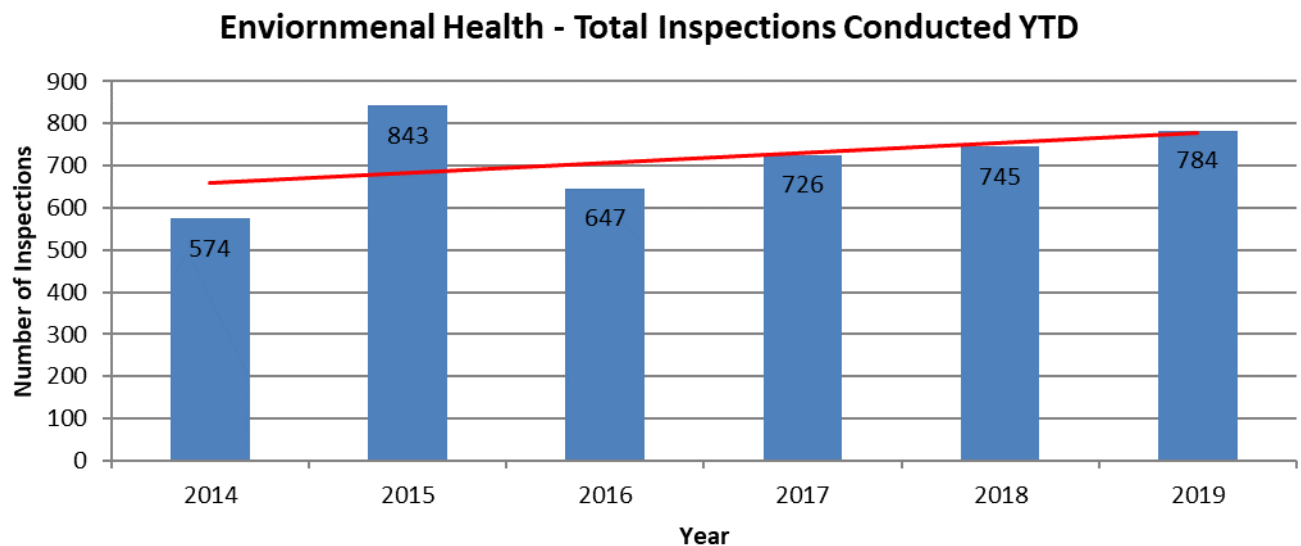
Table 6.13

Program Activity	Dates/s Held	Inspections	Comments
Surveillance Program - December	1 – 31 Dec 2019	0	On hold pending rainfall.
Surveillance Program Entire Program to Date	16 Aug 2019 – 31 Dec 2019	82	

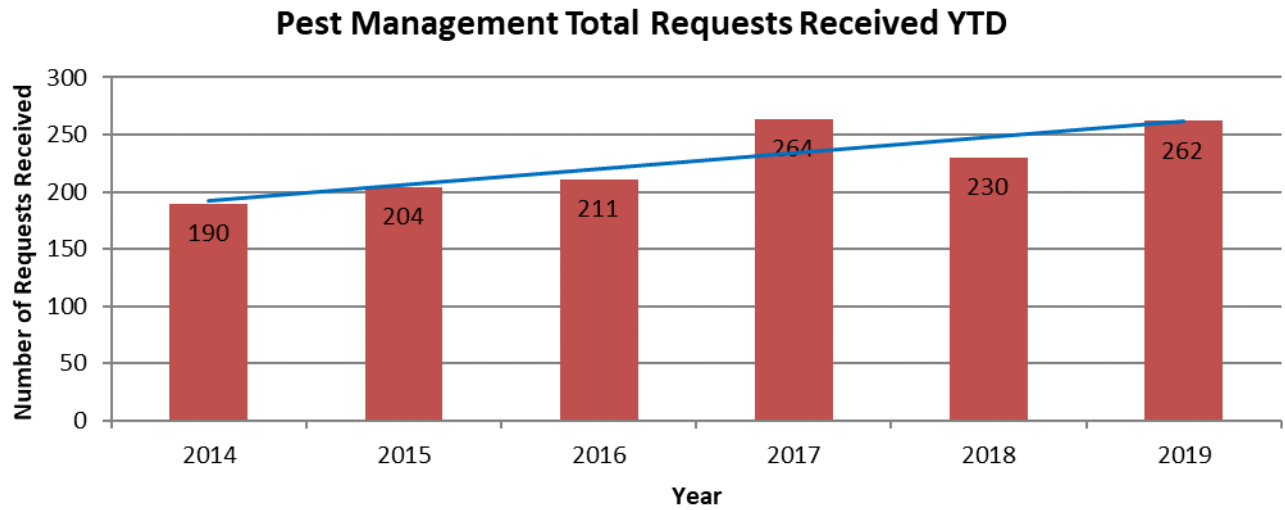
Graph 6.14



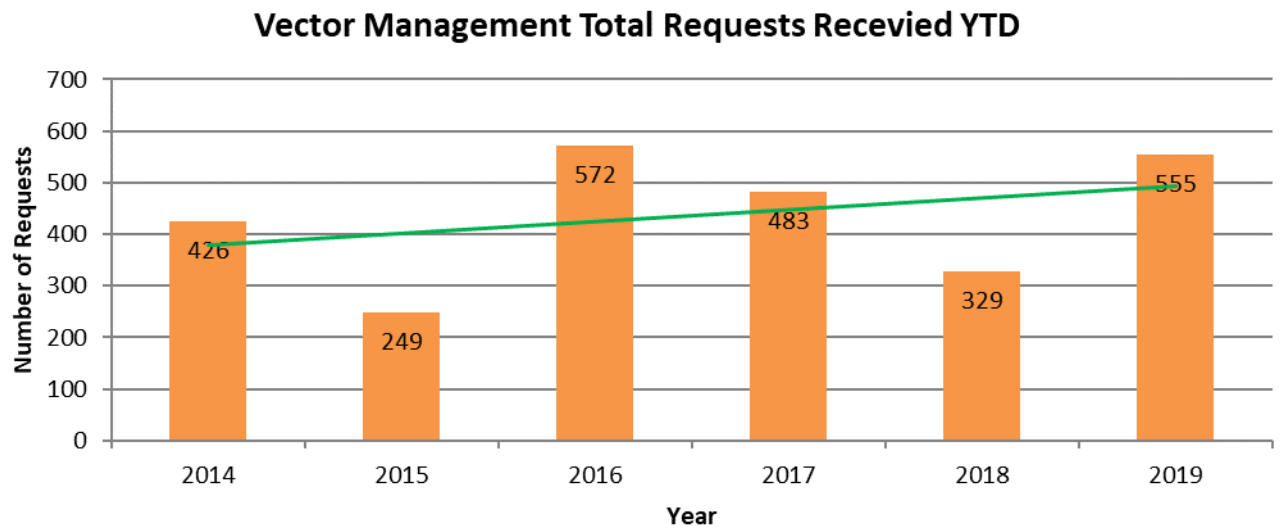
Graph 6.15



Graph 6.16



Graph 6.17



8.3 DECISIONS UNDER DELEGATION - NOVEMBER AND DECEMBER 2019

File No: 7028
Attachments: Nil
Authorising Officer: Doug Scott - Manager Planning & 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 November and December 2019 and whether they will be decided under delegation or decided by Council.

OFFICER'S RECOMMENDATION

THAT this report into the applications lodged in November and December 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 November and December 2019. They will be decided in the following manner:

Application type	Applicant	Address	Decision
November 2019			
D/101-2019 – Building Works Assessable Against the Planning Scheme – 2.4m high steel boundary fence	Heights College	276 Carlton Street, Kawana	Delegation
D/102-2019 – MCU for High Impact Industry and ERA 62	Veolia	4 Featherstone Street, Parkhurst	Impact assessable so may go to Committee
D/103-2019 – MCU for Function Facility and Operational Works associated with an Advertising Device	KJ and GL Schamburg	278-280 Bolsover Street, Rockhampton	Impact assessable so may go to Committee
D/104-2019 - Building Works Assessable Against the Planning Scheme – Rockhampton Cricket Grounds Lighting	Rockhampton Regional Council	45 Reaney Street, The Common	Delegation

D/105-2019 – MCU for Place of Worship (Samaddhi Buddhist Temple)	Sri Lankan Association of Central Queensland	15 Jellicoe Street, Port Curtis	Impact assessable so may go to Committee
D/106-2019 – Operational Works for Parking. The primary approval is an MCU for an Office.	RM Busby	18 Prospect Street, Allenstown	Delegation
D/107-2019 – Operational Works for Sewerage Works. The primary approval is an ROL (2 into 2 lots)	Pixwood Pty Ltd	10A and 12 Mason Avenue, Parkhurst	Delegation
D/108-2019 – ROL (One into Two Lots)	JH Hood	225 Fernvale Road, Mount Morgan	Delegation
December 2019			
D/110-2019 – Operational Works for Road Work, Stormwater, Drainage Work and Earthworks. There is no primary approval.	Roman Catholic Trust Corporation Diocese of Rockhampton	29 Main Street and 16, 18 and 22 Haynes Street, Park Avenue	Delegation
D/111-2019 – Operational Works for Stormwater. The primary approval is for a Medium Impact Industry	John Peff	9 McLaughlin Street, Kawana	Delegation
D/112-2019 – Operational Works for Sewerage Infrastructure. The primary approval is for Health Care Services	Davey Engineering Solutions	112-114 Denham Street, Rockhampton City	Delegation
D/113-2019 – MCU for Educational Establishment	Central Queensland Christian College Ltd	19 Reaney Street, Berserker	Delegation
D/114-2019 – MCU for Dwelling House (Building Envelope)	M McCosker, B Miller and Charney Park Pty Ltd	93 Hollingsworth Street, Kawana	Delegation
D/115-2019 – MCU for Dwelling House (Secondary Dwelling)	BG Estreich	2401 Stanwell-Waroula Road, Dalma	Delegation

D/117-2019 - Building Works Assessable Against the Planning Scheme for Marine Workshop	Frank Finnegan	11 Emu Park Road, Lakes Creek	Delegation
D/118-2019 – Operational Works for Retaining Wall and Earthworks. There is no primary approval	D Cugola	13 Haven Close, Norman Gardens	Delegation
D/119 -2019 – Operational Works for Water Infrastructure in Road Reserve (Riverside Waters Estate Stages 1 to 3). The primary approval is for Stages 1 to 3 of Riverside Waters Estate.	Riverside Waters Pty Ltd	16-18, 20-22, 32-34, 36-38, 40-48 and 54-102 Belmont Road, Parkhurst, 8-28 Goldfinch Drive Parkhurst.	Delegation
D/120-2019 – Operational Works for Road Works, Stormwater, Water Infrastructure, Drainage Works (Riverside Waters Estate Stages 1 to 3). The primary approval is for Stages 1 to 3 of Riverside Waters Estate	Riverside Waters Pty Ltd	54-102 Belmont Road, Parkhurst	Delegation
D/121-2019 – Operational Works for Advertising Devices (2x Freestanding signs)	Paradise Outdoor Advertising	2790 Capricorn Highway, Kalapa	Delegation
D/122-2019 – Operational Works for Access Work and Sewerage Infrastructure. The primary approval is an ROL (5 into 4 lots) and an MCU for four Dual Occupancies	RK and TR Sweeney	107 Talford Street, Allenstown, 148 and 150 Fitzroy Street, Allenstown	Delegation

D/124-2019 – ROL (two into two lots)	RE Jones	154 Witt Street, Berserker	Delegation
D/125-2019 – ROL (one into two lots and common property)	Stay a Little Longer Pty Ltd	441 Rockonia Road, Lakes Creek	Delegation
D/127-2019 – Building Works Assessable Against the Planning Scheme for Shed and Shipping Container and Operational Works for Earthworks	Joseph and Jennifer Bakonyi	Lot 3 Six Mile Road, Pink Lily	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 November and December 2019 and the manner in which they will be decided.

8.4 GRANT APPLICATION - COMBATING WEEDS AND PESTS DURING DROUGHT

File No: 2557
Attachments: Nil
Authorising Officer: Doug Scott - Manager Planning & Regulatory Services
Colleen Worthy - General Manager Community Services
Author: Karen Moody - Coordinator Health and Environment

SUMMARY

The Australian Government has recently released round 2 of the Communities Combating Pest and Weed Impacts During Drought Program grants. This grant is specifically targeted at eligible Local Governments. Rockhampton Regional Council is eligible to apply for this funding opportunity. This report seeks Councils approval to submit an application for the control of invasive weeds on rural roads.

OFFICER'S RECOMMENDATION

THAT Council approves the submission of an application to the Communities Combating Pest and Weed Impacts During Drought Program – Biosecurity Management of Pest and Weeds – round 2 focusing on the control of invasive weeds on rural road reserves.

COMMENTARY

On the 19 December 2019 the Australian Government released Round 2 of the Combating Pest and Weeds Impacts During Drought Program funding. This is a funding opportunity specifically targeted at local governments affected by drought, whereby eligible Councils are able to apply to undertake projects combating invasive plants and animals. Rockhampton Regional Council is one of 183 local government areas nationwide eligible to apply for this funding. Applications can be for amounts between \$50 000.00 to \$1 000 000.00 and are due to be submitted by the 5 February 2020.

The objectives of the funding are to:

- Simulate economic activity in areas where projects take place;
- Facilitate local employment in areas where projects take place;
- Increase farm business profitability;
- Assist communities managing the negative impacts of pest animals and weeds during drought on agricultural production;
- Contribute to the government border biosecurity objectives; and
- Provide pest animal and weed control benefits to communities where projects take place.

The application proposed to be submitted by Rockhampton Regional Council includes resourcing for an 18 month project focusing on the control of invasive species on rural roads and road reserves. The resources proposed include staff (x 2), equipment and chemicals. It is also proposed that education days be held in the region where specific issues are identified. One already identified example could include a session on Giants Rats Tail Grass in our northern boundaries as this damaging specie has been identified as newly affecting this region of our community.

The program to control invasive weeds on rural road reserve meets the requirements and objectives of the funding. The proposal will increase employment and economic activity as well as reduce the biosecurity risk of our road reserves on neighbouring valuable agricultural land or create a buffer between landholdings where a biosecurity risk may exist.

There is no requirement for Council co-contribution, however, Councils Pest Management team will provide assistance and a mentor, especially initially whilst any new staff are trained to be appropriately qualified to undertake the proposed work.

The work under the grant must be completed between the 1 July 2020 and the 31 December 2021.

BACKGROUND

Rockhampton Regional Council has long recognised that with current resources, the ability to control all invasive animals and plants within the region effectively is difficult. Officers are constantly battling competing priorities of invasive animals, water weeds, land weeds and enforcement actions.

Since the introduction of the *Biosecurity Act 2014* the Pest Management team has spent considerable resources implementing inspection programs on private land, to reduce the biosecurity risk within our region. However, with this increased expectation of private landholders to undertake work, the public have an increased expectation that Council will control the same species on its own land, including rural road reserves.

Rockhampton Regional Council has 1800 kilometres of rural roads and, since 2008 the focus of work has shifted away from the systematic control of all invasive plants on rural road reserves to other work. As a result, there are many rural road reserves that have not been treated for invasive plants since 2008, with the exception of targeted Parthenium or Mother of Millions work.

If successful, this funding would allow Council to dedicate 2 officers to undertake this work for 18 months from the 1 July 2020. The pest management team would coordinate priority areas and mapping requirements. Following this intensive project, follow up work would be set in our routine work schedule.

BUDGET IMPLICATIONS

If Council was successful for this funding, it would allow the additional work to be completed without impact to the operational budget. Costs of staff, equipment and chemicals is proposed within the application.

LEGISLATIVE CONTEXT

The work undertaken as a result of a successful application would ensure that Council continues to work towards meeting all obligations under the *Biosecurity Act 2014*.

STAFFING IMPLICATIONS

During the course of the funding there will be some impacts on staff supervising and training any potentially new staff, however the benefit of additional people to undertake work outweighs these impacts.

CORPORATE/OPERATIONAL PLAN

The work undertaken as a result of a successful application would be conducted in accordance with Council's Biosecurity Plan and therefore works towards achieving target 3.1.3.1 of councils 2019-2020 Operational Plan strategy outcomes.

CONCLUSION

A funding opportunity has been provided to Rockhampton Regional Council in relation to the combating invasive animals and plants within our region. A successful application would assist with Council providing a more efficient service to our community by controlling invasive plants on Council land that with current resources we are unable to manage in a coordinated, sustainable manner.

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