



# **PLANNING AND REGULATORY COMMITTEE MEETING**

## **AGENDA**

**17 JANUARY 2017**

*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 17 January 2017 commencing at 9.00am for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be "C. R.", is positioned above the printed name of the Chief Executive Officer.

**CHIEF EXECUTIVE OFFICER**  
10 January 2017

Next Meeting Date: 14.02.17

**Please note:**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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**1 OPENING**

**2 PRESENT**

Members Present:

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

In Attendance:

Mr M Rowe – 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 6 December 2016

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

## **6 BUSINESS OUTSTANDING**

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

**File No:** 10097  
**Attachments:** 1. Business Outstanding Table  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

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#### **SUMMARY**

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

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

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

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

## **Business Outstanding Table**

**Meeting Date: 17 January 2017**

**Attachment No: 1**

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
06 December 2016	Busking Fee Waiver	<p>THAT Changes to Council policy in regard to busking are required. The following recommendations apply:</p> <ol style="list-style-type: none"> <li>1. That any applicable changes be made to the Local Laws;</li> <li>2. That a policy for busking be developed, to include permitted locations and a monthly busking permit which can be withdrawn at the sole discretion of Council;</li> <li>3. That the renewal form be simplified so that it can be processed by customer service;</li> <li>4. That the permit application fee and permit renewal fee be free;</li> <li>5. That resourcing is improved, as per the suggestions outlined under resources;</li> <li>6. Changes to the fees and charges are undertaken to reflect permits are free; and</li> <li>7. The necessary Insurance be available via Council.</li> </ol>	Steven Gatt	20/12/2016	
06 December 2016	Amendment to Subordinate Local Law No. 2 (Animal Management) 2011	THAT Council approve the amended Subordinate Local Law No. 2 (Animal Management) 2011 as attached and resolves to proceed with the making of the subordinate local law with amendments as outlined in the report.	Margaret Barrett	20/12/2016	



## **7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## **8 OFFICERS' REPORTS**

### **8.1 MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES INCLUDING NOVEMBER AND DECEMBER 2016**

**File No:** 1464

**Attachments:**

1. Monthly Operations Report for Planning and Regulatory Services Period Including November and December 2016
2. Traffic Light Report for November 2016
3. Traffic Light Report for December 2016
4. Financial Matters Report for November 2016
5. Financial Matters Report for December 2016

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

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

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#### **SUMMARY**

*The Monthly Operations Report for Planning and Regulatory Services Section including November and December 2016 is presented for Councillor's information.*

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

THAT the Planning and Regulatory Services Monthly Operations Report for November and December 2016 be 'received'.

#### **COMMENTARY**

This report provides information about the activities of Rockhampton Regional Council's Planning and Regulatory Services Section for November and December 2016.

# **MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES INCLUDING NOVEMBER AND DECEMBER 2016**

## **Monthly Operations Report for Planning and Regulatory Services Period including November and December 2016**

**Meeting Date: 17 January 2017**

**Attachment No: 1**

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## MONTHLY OPERATIONS REPORT

### PLANNING AND REGULATORY SERVICES

#### Period Including November and December 2016

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#### VARIATIONS, ISSUES AND INNOVATIONS

##### *Innovations*

Council has joined the Australian Animal Institute of Animal Management (AAIM) and Local Laws staff now has access to their database resource.

Developers Forum – Development assessment are holding the first of a renewed series of forums to engage with the industry on issues of interest. These forums will occur six monthly or more frequently dependant on the issues surrounding the development industry within the region. The initial introductory session is to be held on the 2<sup>nd</sup> of February.

The track and review project has progressed to a live trial phase. Applications are now able to be viewed on councils eServices suite. The public can view applications by type, number location as well as see the current status of the application.

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

Nil

##### Environment and Public Health

Affecting our operations these months was the unexpected sick leave of an experienced staff member and an increase in the number of asbestos and environmental complaints received. These complaints are generally complex in nature and take a significant amount of time and officer resources to action. In November and December 2016 we actioned 30 complaints in these areas compared to 18 in the same time in 2015, this represents a 40% increase.

The EHP Unit participated in Food Safety Week in November by conducting a colouring in competition for children and holding two food safety stalls, one in Gracemere and one in Rockhampton. This was complimented by social media posts which reached as many as 7,000 people for some Food Safety posts.

Officers have been working with the community out at Kabra to alleviate concerns regarding flying foxes. The issue is one where limited action is available by council however officers have been available to assist the community with their concerns including the provision of water as required.

Councillor Smith was on hand to experience the bats taking flight, listen to the residents concerns and help with the distribution of water.

##### Pest Management

The effectiveness of the team has greatly improved with the return of an Officer who has been working in a limited capacity for the past three months.

The good winter rain contributed to the increased level of Parthenium to be treated on Council road reserves compared to the past two years winter patrols. One Officer was dedicated to this until well into December.

We also believe that the winter rain was unexpected in Agricultural belt of the Fitzroy e.g. Isaac, Dawson and McKenzie river catchments as the observable amount of soil suspended in the water of the Fitzroy did not clear during winter as in the previous couple of years. This seems to have had an adverse effect on our control of Hyacinth being inadequate. Relevant Councillors, management and our team are working on a strategy to address this issue.

We also had a number of feral species encroach into urban areas during the dry months at the end of the year which triggered a number of requests for assistance. This is a very

complicated problem due to the multiple tenure, lack of community awareness of legislation, responsibility and control methods available. The new Biosecurity Plan will cover these issues when it's in place.

### Local Laws

Local Laws staff participated in information sharing initiatives with Mackay and Gladstone Regional Councils. Officer visited these Regions as part of the ongoing development and improvement of Local Law process and gained fresh perspective around delivery of regulatory services.

Parvo prevention measures were stepped up coming into summer (high risk season) fewer cases have been noted this year. Immunisation has been identified as an issue of focus for us during the coming programs.

Social media was utilised well in the lead up to Christmas with reach averaging 4824 people and dependant on the post as many as 7000.



Councillor Smith and the Local Law team presented the RSPCA with a cheque for \$1,345 from the proceeds raised on Council's Pets in the Park Event and general enforcement was relaxed prior to Christmas.



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

The response times for completing the predominant customer requests in the reporting period of November and December 2016 as outlined in The Traffic Light Reports attached.

***Comments & Additional Information***

November and December 2016 Traffic Light Reports include all Planning and Regulatory Services. The following departments fall under this unit: Development Assessment, Building and Plumbing Compliance, Local Laws, Pound, Environment and Public Health, Pest Management, Vector Management and Support Services.

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

### ***Safety Statistics***

The safety statistics for November and December 2016 period are attached.

	Sept	Oct	Nov	Dec
<b>Number of Lost Time Injuries</b>	0	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0	0
<b>Total Number of Incidents Reported</b>	3	1	1	1
<b>Hazard Inspections Not Completed</b>	1	0	0	0

### ***Management Summary***

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

<b>Risk</b>	<b>Current Risk Rating</b>	<b>Future Control &amp; Risk Treatment Plans</b>	<b>Due Date</b>	<b>% Completed</b>
<b>Pest Management</b> -Council does not have appropriate and implemented pest management planning for pest plants and pest animal management leading to public complaints about service delivery, localized damage to Council's reputation, temporary redirection/addition of staff/resources required.	Moderate	Legislative changes occurring in 2016.  Review and realign plan with newly identified changes.  Review of service level arrangements/requirements	2016	5%
<b>Local Laws</b> – Council does not meet its legislative and service delivery responsibilities for Local Laws' community compliance leading to the possibility of legal action, significant damage to Council's reputation with multiple complaints, and general public dissatisfaction.	Very High 3	1. Effective infringement financial management process has been adopted.  2. Internal Process Review (Animal Management Review) has been completed and implementation has commenced.	30/06/14	80%
<b>Local Laws</b> – Inconsistent regulation and enforcement of local laws and legislation resulting in poor service and considerable public dissatisfaction.	High 4	1. Review near completion: Internal Audit (completed),  Process Review (commenced),  Legal review of Local Laws (ongoing).  2. Membership subscription to LGAQ's	31/12/14	75%

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed
		Legislation Compliance Section. (completed) 3. Join SEQ Regional Animal Management Group (SEQRAM). Join Australian Animal Institute of Animal Management (AAIM). (Members of both organisations). Completed		

**Legislative Compliance & Standards**

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

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

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

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

Project	Revised Budget	Actual (incl. committals)	% Budget Expended	Explanation
Issue of Dog Registration Renewals	\$20 000.00	\$12783.68	63.9%	No Renewals issued
Micro Chipping Days	\$17 000.00	\$3600.00	21.17%	No Microchip Days in Nov or Dec (last one 30/10/16).



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

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

Service Level	Target	Nov	Dec
Annual inspection of licensed food businesses undertaken	100%	46%	49%
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	100%	11%	11%
Annual inspection of devolved licensed environmentally relevant activities undertaken	100%	0%	0%

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

### *Registered Dogs/Declared Dog Totals*

Description	Registrations September	Registrations October	Registrations November	Registrations December	Current total
Dogs Registered	1571	468	241	143	14612
Dangerous Dogs	3	0	2	1	32
Menacing Dogs	1	0	1	0	46
Restricted Dog	0	0	0	0	1

### *Infringements Issued*

Description	September	October	November	December	Financial YTD
Parking Infringements	568	866	686	119	4014
Animal Infringements	64	77	62	27	479
Local Law Infringements	8	5	6	6	47
Total	640	948	754	152	4540

## FINANCIAL MATTERS

The Financial Matters reports for November and December 2016 are outlined in Attachments.

# **MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES INCLUDING NOVEMBER AND DECEMBER 2016**

## **Traffic Light Report for November 2016**

**Meeting Date: 17 January 2017**

**Attachment No: 2**



**All Monthly Requests (Priority 3)**  
**Planning & Regulatory Services 'Traffic Light' report**  
**November 2016**

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Dog Registration Enquiry	9	9	157	137	18	0	10	● 5.35	● 4.98	● 5.06	4.16
Animals (more than permitted number)	5	4	13	8	4	0	30	● 5.25	● 8.38	● 9.84	7.27
Building Inspection Booking	0	0	1	1	0	0	1	● 1.00	● 7.50	● 14.79	0.67
Building Enquiry - General Info/Admin etc	25	18	36	21	21	0	5	● 1.76	● 9.87	● 19.96	4.72
Living in Illegal Premises	2	2	1	0	0	0	4	● 0.00	● 0.00	● 87.00	6.00
Other Building Compliant Issue	59	21	11	2	44	0	1	● 1.50	● 24.35	● 47.18	11.82
Poor Condition of Building	9	5	8	2	10	0	4	● 0.00	● 37.55	● 52.29	13.33
Pool Fence Issues	12	7	5	1	9	0	4	● 2.00	● 25.91	● 44.07	22.00
Retaining Wall Issues	1	0	0	0	1	0	4	● 0.00	● 38.00	● 22.75	7.50
Storm Water Complaint	20	17	3	0	6	0	4	● 0.00	● 22.70	● 34.61	15.52
Comm Compliance Barking Letter/Visitors Advice	1	1	8	7	0	0	5	● 2.86	● 2.68	● 2.43	1.37
Complaints MGM Landuse. (Section Use Only)	0	0	0	0	0	0	10	● 0.00	● 0.00	● 0.00	0.00
Planning Compliance Request/Enquiry	62	15	22	3	66	0	45	● 5.33	● 13.49	● 18.82	14.85
Dog Attack on Animal (Confirmed)	0	0	0	0	0	0	10	● 0.00	● 0.00	● 0.00	0.00
Dog Attack on Person (Fear) CSO	14	11	14	5	12	0	20	● 6.80	● 18.16	● 21.27	10.75
Dog Attack on Animal (Alleged) CSO	13	10	12	4	11	0	20	● 7.50	● 17.13	● 20.26	10.06
Dog Attack on Person (Bite) CSO	4	3	10	4	7	0	20	● 5.00	● 18.68	● 19.80	8.40
Duty Planner (New Enquiry)	2	2	121	114	5	0	1	● 0.67	● 0.82	● 1.15	0.77
Temporary Relocation of Business Due To Disaster	0	0	0	0	0	0	5	● 0.00	● 0.00	● 0.00	0.00
Plan Sign Sealling - Contributions	0	0	0	0	0	0	10	● 0.00	● 1.00	● 1.20	1.20
Telephone Enquiry (Existing Application/Call Back)	1	1	20	20	0	0	1	● 0.70	● 1.09	● 1.93	1.76
GIA Moratorium (Compliance)	0	0	0	0	0	0	45	● 0.00	● 0.00	● 0.00	0.00
Heavy Vehicle Parking	1	1	2	1	1	0	10	● 69.00	● 8.85	● 6.47	3.31
Overgrown Allotments	47	38	33	12	28	0	45	● 3.17	● 14.79	● 15.19	12.11
Regulated Parking	7	5	23	18	7	0	10	● 4.50	● 13.64	● 9.49	6.17
Dust Complaint	0	0	0	0	0	0	10	● 0.00	● 5.60	● 6.27	2.67
Litter/Illegal Dumping	3	2	15	12	4	0	20	● 4.58	● 60.13	● 26.19	25.62
Noise Complaint	0	0	5	3	2	0	10	● 1.00	● 3.11	● 6.02	2.20
Plumbing Inspection Booking	0	0	1	1	0	0	1	● 1.00	● 0.60	● 0.75	0.73
P&D Works without a Plumbing Permit	2	0	1	1	2	0	5	● 1.00	● 0.50	● 5.00	2.25
Requests for Toilet Counts	2	1	1	0	1	0	5	● 0.00	● 15.50	● 12.70	44.00
Onsite (Private) Treatment Plant Odours	3	1	0	0	2	0	5	● 0.00	● 25.00	● 54.40	0.00
P&D Waste Water Leaking to Adjoining Properties	1	0	0	0	1	0	5	● 0.00	● 10.50	● 23.80	12.50
Plumbing and Drainage - Quote Required	0	0	0	0	0	0	5	● 0.00	● 0.00	● 1.00	1.00
Plumbing and Drainage - Sanitary Drainage Plan	3	2	42	38	5	0	5	● 0.92	● 0.86	● 1.65	0.83
Plumbing Issues General	7	3	8	7	5	0	5	● 3.57	● 8.70	● 7.15	4.04

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)		Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed											
Barking Dog Complaint - Stage 1	10	8	51	42	10	0	3	●	1.79	●	2.70	●	2.81		0.75
Barking Dog Complaint - Stage 2 LLEO Use Only	10	8	3	1	4	0	30	●	6.00	●	12.09	●	13.82		11.06
Vector Misting	0	0	4	3	0	0	7	●	4.33	●	1.54	●	1.26		1.29
Nuisance Vehicle	7	7	32	18	13	0	10	●	3.06	●	7.51	●	6.91		5.38
Wandering Animals (dogs, cats, poultry)	18	18	76	64	11	0	10	●	0.77	●	0.94	●	1.03		0.74
Wandering Stock	1	1	15	13	2	0	10	●	1.69	●	3.89	●	4.63		2.01

# **MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES INCLUDING NOVEMBER AND DECEMBER 2016**

## **Traffic Light Report for December 2016**

**Meeting Date: 17 January 2017**

**Attachment No: 3**



**All Monthly Requests (Priority 3)**  
**Planning & Regulatory Services 'Traffic Light' report**  
**December 2016**

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2
			Received	Completed								
Dog Registration Enquiry	21	15	90	58	36	0	10	● 6.64	● 4.84	● 5.16	4.40	● 4.36
Animals (more than permitted number)	5	4	8	5	3	0	30	● 6.60	● 8.07	● 9.75	7.69	● 11.92
Building Inspection Booking	0	0	0	0	0	0	1	● 0.00	● 7.50	● 14.79	0.67	● 1.00
Building Enquiry - General Info/Admin etc	16	0	23	14	25	0	5	● 2.21	● 8.33	● 19.86	5.25	● 2.30
Living in Illegal Premises	0	0	0	0	0	0	4	● 0.00	● 0.00	● 87.00	17.00	● 0.00
Other Building Compliant Issue	23	7	2	2	16	0	1	● 6.00	● 16.85	● 41.47	15.62	● 9.00
Poor Condition of Building	13	2	3	0	14	0	4	● 0.00	● 32.88	● 50.43	17.70	● 0.00
Pool Fence Issues	11	4	2	1	8	0	4	● 0.00	● 22.20	● 31.83	12.92	● 4.00
Retaining Wall Issues	1	0	0	0	1	0	4	● 0.00	● 38.00	● 22.75	7.50	● 0.00
Storm Water Complaint	26	20	4	1	9	0	4	● 0.00	● 22.88	● 33.68	15.94	● 0.67
Comm Compliance Barking Letter/Visitors Advice	0	0	3	3	0	0	5	● 1.00	● 1.71	● 2.34	1.33	● 2.06
Complaints MGM Landuse. (Section Use Only)	0	0	0	0	0	0	10	● 0.00	● 0.00	● 0.00	0.00	● 0.00
Planning Compliance Request/Enquiry	69	11	8	2	64	0	45	● 2.50	● 13.24	● 19.04	17.88	● 13.47
Dog Attack on Animal (Confirmed)	0	0	0	0	0	0	10	● 0.00	● 0.00	● 0.00	0.00	● 0.00
Dog Attack on Person (Fear) CSO	12	12	8	4	3	0	20	● 4.25	● 18.06	● 21.20	10.86	● 12.16
Dog Attack on Animal (Alleged) CSO	12	12	10	6	2	0	20	● 8.67	● 17.73	● 20.06	10.03	● 19.49
Dog Attack on Person (Bite) CSO	7	6	6	1	5	0	20	● 2.00	● 14.79	● 19.08	9.93	● 12.57
Duty Planner (New Enquiry)	5	5	63	58	1	0	1	● 0.78	● 0.76	● 0.75	0.36	● 0.62
Temporary Relocation of Business Due To Disaster	0	0	0	0	0	0	5	● 0.00	● 0.00	● 0.00	0.00	● 0.00
Plan Sign Sealling - Contributions	0	0	1	0	1	0	10	● 0.00	● 1.00	● 1.50	2.60	● 1.00
Telephone Enquiry (Existing Application/Call Back)	1	1	18	18	0	0	1	● 0.94	● 0.99	● 1.39	1.00	● 0.86
GIA Moratorium (Compliance)	0	0	0	0	0	0	45	● 0.00	● 0.00	● 0.00	0.00	● 0.00
Heavy Vehicle Parking	1	1	2	2	0	0	10	● 5.50	● 9.07	● 6.94	3.71	● 20.80
Overgrown Allotments	21	12	27	12	9	0	45	● 4.00	● 20.31	● 16.77	14.29	● 26.00
Regulated Parking	8	6	13	11	4	0	10	● 2.55	● 9.51	● 9.70	6.49	● 4.05
Dust Complaint	0	0	1	1	0	0	10	● 2.00	● 5.00	● 6.09	2.44	● 2.00
Litter/Illegal Dumping	2	2	0	0	0	0	20	● 0.00	● 63.53	● 28.46	28.49	● 131.17
Noise Complaint	2	2	4	4	0	0	10	● 3.25	● 2.92	● 6.11	2.43	● 2.62
Plumbing Inspection Booking	0	0	2	2	0	0	1	● 0.00	● 0.33	● 0.58	0.58	● 0.25
P&D Works without a Plumbing Permit	0	0	1	1	0	0	5	● 1.00	● 0.67	● 4.33	2.00	● 1.00
Requests for Toilet Counts	2	0	0	0	2	0	5	● 0.00	● 18.75	● 12.70	55.00	● 9.00
Onsite (Private) Treatment Plant Odours	0	0	1	0	1	0	5	● 0.00	● 25.00	● 52.75	0.00	● 20.00
P&D Waste Water Leaking to Adjoining Properties	0	0	1	1	0	0	5	● 7.00	● 7.00	● 12.40	12.50	● 7.00
Plumbing and Drainage - Quote Required	0	0	0	0	0	0	5	● 0.00	● 0.00	● 1.00	1.00	● 0.00
Plumbing and Drainage - Sanitary Drainage Plan	5	5	17	17	0	0	5	● 0.18	● 1.43	● 1.74	0.82	● 1.08
Plumbing Issues General	4	2	9	3	8	0	5	● 2.67	● 9.22	● 7.76	4.42	● 4.55

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)		Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2
			Received	Completed												
Barking Dog Complaint - Stage 1	8	7	39	36	2	0	3		3.17		2.80		2.81		0.72	2.52
Barking Dog Complaint - Stage 2 LLEO Use Only	3	3	4	0	0	0	30		0.00		12.84		14.09		11.08	15.16
Vector Misting	2	2	4	4	0	0	7		1.00		1.75		1.37		1.32	2.89
Nuisance Vehicle	9	8	28	20	4	0	10		3.10		7.02		6.87		5.35	4.14
Wandering Animals (dogs, cats, poultry)	12	11	73	56	11	0	10		0.68		1.01		1.04		0.76	1.25
Wandering Stock	2	2	12	12	0	0	10		2.42		3.77		4.14		2.10	2.00

# **MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES INCLUDING NOVEMBER AND DECEMBER 2016**

## **Financial Matters Report for November 2016**

**Meeting Date: 17 January 2017**

**Attachment No: 4**





## End of Month General Ledger - (Operating Only) - Planning and Regulat

As At End Of November

Report Run: 05-Dec-2016 11:29:09 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 41.7% of Year Gone
<b>COMMUNITY SERVICES</b>							
<b>Planning and Regulatory Services</b>							
<u>Development Assessment</u>							
Revenues	(726,750)	(726,750)	0	(410,067)	(410,067)	56% ✓	
Expenses	1,608,204	1,544,870	345,148	568,061	913,209	57% ✗	
Transfer / Overhead Allocation	35,000	35,000	0	6,791	6,791	19% ✓	
<b>Total Unit: Development Assessment</b>	<b>916,454</b>	<b>853,120</b>	<b>345,148</b>	<b>164,785</b>	<b>509,933</b>	<b>56% ✗</b>	
<u>Building Compliance</u>							
Revenues	(745,000)	(745,000)	0	(342,378)	(342,378)	46% ✓	
Expenses	975,699	925,011	0	320,581	320,581	33% ✓	
Transfer / Overhead Allocation	(220,920)	(220,920)	20,295	(87,765)	(67,469)	31% ✗	
<b>Total Unit: Building Compliance</b>	<b>9,779</b>	<b>(40,909)</b>	<b>20,295</b>	<b>(109,562)</b>	<b>(89,266)</b>	<b>-913% ✓</b>	
<u>Environment Health</u>							
Revenues	(177,750)	(177,750)	0	(58,741)	(58,741)	33% ✗	
Expenses	2,378,254	2,292,465	233,297	582,050	815,348	34% ✓	
Transfer / Overhead Allocation	317,400	317,400	0	83,183	83,183	26% ✓	
<b>Total Unit: Environment Health</b>	<b>2,517,904</b>	<b>2,432,115</b>	<b>233,297</b>	<b>606,493</b>	<b>839,790</b>	<b>33% ✓</b>	
<u>Local Laws</u>							
Revenues	(1,379,700)	(1,379,700)	0	(785,048)	(785,048)	57% ✓	
Expenses	2,569,848	2,652,320	1,042,613	701,642	1,744,255	68% ✗	
Transfer / Overhead Allocation	251,600	251,600	0	81,629	81,629	32% ✓	
<b>Total Unit: Local Laws</b>	<b>1,441,748</b>	<b>1,524,220</b>	<b>1,042,613</b>	<b>(1,777)</b>	<b>1,040,836</b>	<b>72% ✗</b>	
<u>Planning and Regulatory Services Management</u>							
Expenses	682,948	797,381	82,791	340,672	423,463	62% ✗	
Transfer / Overhead Allocation	0	0	0	1,372	1,372	0% ✗	
<b>Total Unit: Planning and Regulatory Services Management</b>	<b>682,948</b>	<b>797,381</b>	<b>82,791</b>	<b>342,044</b>	<b>424,835</b>	<b>62% ✗</b>	
<b>Total Section: Planning and Regulatory Services</b>	<b>5,568,834</b>	<b>5,565,927</b>	<b>1,724,145</b>	<b>1,001,983</b>	<b>2,726,128</b>	<b>49% ✗</b>	

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 41.7% of Year Gone
Total Department: COMMUNITY SERVICES	5,568,834	5,565,927	1,724,145	1,001,983	2,726,128	49%	✗
Grand Total:	5,568,834	5,565,927	1,724,145	1,001,983	2,726,128	49%	✗

# **MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES INCLUDING NOVEMBER AND DECEMBER 2016**

## **Financial Matters Report for December 2016**

**Meeting Date: 17 January 2017**

**Attachment No: 5**



## End of Month General Ledger - (Operating Only) - Planning and Regulatory Services

## As At End Of December

Report Run: 06-Jan-2017 12:14:24 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	50% of Year Gone
<b>COMMUNITY SERVICES</b>							
<b>Planning and Regulatory Services</b>							
<u>Development Assessment</u>							
Revenues	(726,750)	(726,750)	0	(483,385)	(483,385)	67%	✓
Expenses	1,608,204	1,544,870	410,230	695,026	1,105,256	69%	✗
Transfer / Overhead Allocation	35,000	35,000	0	8,567	8,567	24%	✓
<b>Total Unit: Development Assessment</b>	<b>916,454</b>	<b>853,120</b>	<b>410,230</b>	<b>220,208</b>	<b>630,437</b>	<b>69%</b>	<b>✗</b>
<u>Building Compliance</u>							
Revenues	(745,000)	(745,000)	0	(392,653)	(392,653)	53%	✓
Expenses	975,699	925,011	0	390,940	390,940	40%	✓
Transfer / Overhead Allocation	(220,920)	(220,920)	24,355	(106,698)	(82,343)	37%	✗
<b>Total Unit: Building Compliance</b>	<b>9,779</b>	<b>(40,909)</b>	<b>24,355</b>	<b>(108,410)</b>	<b>(84,056)</b>	<b>-860%</b>	<b>✓</b>
<u>Environment Health</u>							
Revenues	(177,750)	(177,750)	0	(71,092)	(71,092)	40%	✗
Expenses	2,378,254	2,292,465	271,201	705,412	976,613	41%	✓
Transfer / Overhead Allocation	317,400	317,400	0	100,405	100,405	32%	✓
<b>Total Unit: Environment Health</b>	<b>2,517,904</b>	<b>2,432,115</b>	<b>271,201</b>	<b>734,726</b>	<b>1,005,926</b>	<b>40%</b>	<b>✓</b>
<u>Local Laws</u>							
Revenues	(1,379,700)	(1,379,700)	0	(841,697)	(841,697)	61%	✓
Expenses	2,569,848	2,652,320	1,181,321	817,854	1,999,175	78%	✗
Transfer / Overhead Allocation	251,600	251,600	0	98,001	98,001	39%	✓
<b>Total Unit: Local Laws</b>	<b>1,441,748</b>	<b>1,524,220</b>	<b>1,181,321</b>	<b>74,158</b>	<b>1,255,479</b>	<b>87%</b>	<b>✗</b>
<u>Planning and Regulatory Services Management</u>							
Expenses	682,948	797,381	88,298	401,592	489,890	72%	✗
Transfer / Overhead Allocation	0	0	0	1,372	1,372	0%	✗
<b>Total Unit: Planning and Regulatory Services Management</b>	<b>682,948</b>	<b>797,381</b>	<b>88,298</b>	<b>402,964</b>	<b>491,262</b>	<b>72%</b>	<b>✗</b>
<b>Total Section: Planning and Regulatory Services</b>	<b>5,568,834</b>	<b>5,565,927</b>	<b>1,975,404</b>	<b>1,323,645</b>	<b>3,299,048</b>	<b>59%</b>	<b>✗</b>
<b>Total Department: COMMUNITY SERVICES</b>	<b>5,568,834</b>	<b>5,565,927</b>	<b>1,975,404</b>	<b>1,323,645</b>	<b>3,299,048</b>	<b>59%</b>	<b>✗</b>
<b>Grand Total:</b>	<b>5,568,834</b>	<b>5,565,927</b>	<b>1,975,404</b>	<b>1,323,645</b>	<b>3,299,048</b>	<b>59%</b>	<b>✗</b>

**8.2 PROPOSED ANIMAL INSPECTION PROGRAM**

**File No:** 7437  
**Attachments:** 1. Public Notice April / May 2017  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Steven Gatt - Manager Planning & Regulatory Services

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**SUMMARY**

*This report presents an Animal Inspection Program for consideration by Council. Prior to Rockhampton Regional Council officers undertaking an inspection program, the Systematic Inspection Program, to monitor compliance with the Animal Management (Cats and Dogs) Act 2008, Rockhampton Regional Council Local Law 1 (Administration) 2011, and Rockhampton Regional Council Local Law 2 (Animal Management) 2011 must be approved by Council.*

**OFFICER'S RECOMMENDATION**

THAT in accordance with the *Animal Management (Cats and Dogs) Act 2008* and *Local Government Act 2009*, Council approves an inspection program, the Systematic Inspection Program, for the locality of Mount Morgan, The Mine, Boulder Creek, Horse Creek, Hamilton Creek, Walterhall, Baree and Moongan between 1 April 2017 to 31 May 2017.

**COMMENTARY**

Under Section 113 of the *Animal Management (Cats and Dogs) Act 2008* (the Act) and Section 134 of the *Local Government Act 2009*, Council may by resolution approve a program (an approved inspection program) under which an authorised person may enter a place to monitor compliance with, or aspect of, the Act and local government acts..

It is proposed to undertake a systematic inspection program of all properties within Mount Morgan, The Mine, Boulder Creek, Horse Creek, Hamilton Creek, Walterhall, Baree and Moongan between 1 April 2017 to 31 May 2017 by visiting, and if necessary entering yards of premises to monitor compliance with the *Animal Management (Cats and Dogs) Act 2008* with regards to registration and microchipping requirements, *Rockhampton Regional Council Local Law 1 (Administration) 2011*, and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011* in relation to the keeping of animals (dogs) requirements including number of animals kept.

Local Law Officers will also be pursuing enquiries with owners that had dogs registered in previous periods and have not renewed registration for the 2016/2017 registration period.

The area is considered a high priority for monitoring compliance with the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011* and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011*.

Notice is required to be given of the proposed inspection program at least 14 days, but no more than 28 days before an inspection program commences. Notice of the program must be published in a newspaper circulating generally in the local government's area and must be placed on Council's website (see attached notice).

If non-compliances are identified, compliance notices and/or infringement notices may be issued.

**BUDGET IMPLICATIONS**

Increased registration will generate additional income to offset operating expenditure associated with delivering the community's expectation for an animal control program.

The program is funded within the 2016/2017 Local Laws operational budget.

**LEGISLATIVE CONTEXT**

Local Government is responsible for the administration of the *Animal Management (Cats and Dogs) Act 2008* (the *Act*) and Council's Local Laws.

**STAFFING IMPLICATIONS**

The Systematic Inspection Program requires the equivalent of six full time officers for the period of the Program.

**RISK ASSESSMENT**

An assessment regarding Workplace Health and Safety considerations has identified all activities associated with the implementation of the Systematic Inspection Program as low risk.

**CORPORATE/OPERATIONAL PLAN**

The Systematic Inspection Program has been identified as an action within Council's previous Operational Plan.

**CONCLUSION**

This report presents to Council a Systematic Inspection Program for consideration and approval. The implementation of this Systematic Inspection Program assists Council to fulfill its responsibilities under the *Animal Management (Cats and Dogs) Act 2008* and *Local Government Act 2009* by allowing Council to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011*, and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011*.

# **PROPOSED ANIMAL INSPECTION PROGRAM**

**Public Notice April / May 2017**

**Meeting Date: 17 January 2017**

**Attachment No: 1**

**NOTICE OF APPROVED SYSTEMATIC INSPECTION PROGRAM****ROCKHAMPTON REGIONAL COUNCIL*****Animal Management (Cats and Dogs) Act 2008 Section 113*****Local Government Act 2009 Section 134****Survey area:**

Property inspections will be conducted throughout part of the Rockhampton Regional Council area focusing on the localities of Mount Morgan, The Mine, Boulder Creek, Horse Creek, Hamilton Creek, Walterhall, Baree and Moongan.

**Area Selection Criteria:**

The focus area is a portion of Rockhampton Regional Council for which inspection by authorised persons is feasible within six weeks and are considered a high priority for monitoring compliance with the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011* and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011*.

**Program Purpose:**

To monitor compliance with the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011* and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011* in relation to the keeping of dogs.

**Properties Inspected:**

Inspections will be conducted on all properties within the above stated areas.

**Commencement and Duration of Survey:**

This survey will commence on 1 April 2017 and will be in force for a period of six weeks expiring on 31 May 2017. Properties will be inspected from 7:00 am to 6:00 pm Monday to Sunday.

**Copy of program**

A copy of the program may be purchased at the public offices of Rockhampton Regional Council until the end of the program. The price of a copy of the program is \$2.

By resolution of Rockhampton Regional Council Meeting on **DATE** 2017.

**CHIEF EXECUTIVE OFFICER****ROCKHAMPTON REGIONAL COUNCIL**

**DATE** 2017



## **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 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

### RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

#### 12.1 Proposed Enforcement Proceedings - Traffic Offence

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

## 12 CONFIDENTIAL REPORTS

### 12.1 PROPOSED ENFORCEMENT PROCEEDINGS - TRAFFIC OFFENCE

**File No:** 11098

**Attachments:** Nil

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

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

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

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#### SUMMARY

*This report seeks approval to commence proceedings in the Magistrate Court against for parking in a designated parking space for a time longer than the maximum time indicated on the official traffic sign installed for the space by section 205(1)(a) of the Transport Operations (Road Use Management – Road Rules) Regulation 2009. The alleged offender has requested that the matter be heard in Court.*

## **13 CLOSURE OF MEETING**