

DEVELOPMENT SERVICES HIGHLIGHTS & SIGNIFICANT ISSUES REPORT - MONTH ENDED 31ST MARCH 2011

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Purpose

To review Development Services Department highlights and performance for the month ended 31 March 2011.

Background and Discussion

Key Performance Indicators for 31 March 2011 are as follows: -

1. DEVELOPMENT ASSESSMENT

a) Applications Received

Description	Mar 2011	Monthly Average - Dec, Jan, Feb	Monthly Average since July 2008	KPI Mar 2011	KPI for Dec, Jan, Feb	KPI Since July 2008	Target
Development Applications	77	54	74	-	-	-	-
Material Change of Use - Code	14	9	22	-	-	-	-
Material Change of Use - Impact	0	4	5	-	-	-	-
Reconfiguration of a Lot - Less than 6	9	10	9	-	-	-	-
Reconfiguration of a Lot - More than 6	1	0	1	-	-	-	-
Combined Applications	3	2	2	-	-	-	-
Number of Concurrence Applications Received	22	14	13	-	-	-	-
Change of Approval, Change of Conditions & Extension of Currency Period	16	8	7	85% in 30 Days	78% in 30 Days	83% in 30 days	85% in 30 days
Certificates	12	3	6			-	-
Pre-Lodgement Meetings	0	0	6			-	-
Average Acknowledgement Notice Period (Days)	9	7	6	88% in 10 Days	100% in 10 days	94% in 10 days	85% in 10 days
Average Information Request Period (Days)	10	9	6	100% in 10 Days	81% in 10 Days	80% in 10 days	85% in 10 days
MCU and ROL requiring an information request	3	14	15	11%	55%	36%	No more than 40%
Notices of Appeal	0	1	1	-	-	-	-

b) Applications Decided - Code

Description	Mar 2011	Monthly Average - Dec, Jan, Feb	Monthly average since July 2008	KPI Mar 2011	KPI for Dec, Jan, Feb	KPI Since July 2008	Target
Number of current MCU and ROL applications (at end of month)	118	130	120	-	-	-	-
Number of applications in Decision Making Period	19	17	32	-	-	-	-
Number of applications Decided	23	16	31	-	-	-	-
Average Number of days in Decision Making Period (Days)	19	19	20	100% in 40 Days	100% in 40 Days	96% in 40 Days	85% in 40 days
Average number of days to Decide Application (lodgement to decision) (Days)	66	57	57	70% in 80 Days	84% in 40 Days	81% in 80 Days	85% in 80 days

c) Applications Decided - Impact

Description	Mar-11	Monthly Average - Dec, Jan, Feb	Monthly average since July 2008	KPI Mar 2011	KPI for Dec, Jan, Feb	KPI Since July 2008	Target
Number of current MCU and ROL applications (at end of month)	54	58	67	-	-	-	-
Number of applications in Decision Making Period (at end of month)	6	6	23	-	-	-	-
Number of applications Decided	6	5	6	-	-	-	-
Average Number of days in Decision Making Period (Days)	30	24	32	67% in 40 Days	86% in 40 Days	60% in 40 days	50% in 40 days
Average number of days to Decide Application (lodgement to decision) (Days)	130	122	162	100% in 230 Days	97% in 230 Days	80% in 230 days	85% in 230 days

d) *Negotiated Decisions*

Description	Mar 2011	Monthly Average - Dec, Jan, Feb	Monthly average since July 2008	KPI March 2011	KPI for Dec, Jan, Feb	KPI Since July 2008	Target
Negotiated Decision Request's received	5	3	6	10%	9%	12%	No more than 20%
Negotiated Decision Request's decided	3	3	6	-	-	-	-
Negotiated Decision Making Period (Days)	15	43	25	67% in 20 Days	75% in 20 Days	49% in 20 days	85% in 20 days

e) *Concurrence Agency Responses*

Description	Mar 2011	Monthly Average - Dec, Jan, Feb	Monthly average since July 2008	KPI March 2011	KPI for Dec, Jan, Feb	KPI Since July 2008	Target
Concurrence Agency Response	23	13	12	74% in 10 Days	65% in 10 Days	81% in 10 days	85% in 10 days

f) *Town Planning Certificates*

Description	Mar 2011	Monthly Average - Dec, Jan, Feb	Monthly average since July 2008	KPI March 2011	KPI for Dec, Jan, Feb	KPI Since July 2008	Target
Limited	20	10	15	90% in 5 Days	97% in 5 Days	96% in 5 days	85% in 5 days
Standard	1	1	2	100% in 10 Days	-	53% in 10 days	85% in 10 days
Full	3	N/A	1	100% in 30 Days	N/A	100% in 30 days	85% in 30 days

g) *Duty Planner Enquiries*

Enquiries	Mar 2011	Mar 2010	Monthly Average Since July 2008
Email and Fax requests responded to	137	132	112

h) *Project Management Meetings with Developers*

Officer	Meeting Details
Acting Manager Development Assessment	<p>2 & 3 March - Pointglen Pty Ltd - Richmond Hills & Shoal Point Waters.</p> <p>3 March - Niles Guvey - Twin Dentals - Proposed dental premises.</p> <p>7 March - Micheal McEachran - Alexandra Street development.</p> <p>7 March - Kerrisdale Estate Developer along with Principal Planner - North and Director.</p> <p>9 March - Pointglen Pty Ltd and Manager Development Engineering - Regular meeting - Richmond Hills, Shoal Point Waters and Town Beach development projects.</p> <p>13 March - Sean Kelly, Principal Planner - CBD/Sarina and Director - Trentham Lodge development in Sarina.</p> <p>30 March - Ross Kineally, Principal Planner - North and Manager Development Engineering - Andergrove Lakes.</p>
Principal Planner - CBD/Sarina	<p>3 March - Dan Hodgson of Lend Lease (Canelands) - Status of Local Area Plan for City Centre. Senior Strategic Planner also attended.</p> <p>3 March –Sam & Jo Scriha & engineer - Amendment to approved development layout at 36 Lachlan Street, Mt Pleasant. Manager Development Engineering & Senior Engineering Officer in attendance.</p> <p>4 March – Paul Dingle/Geoff Renshaw of Pacific Homes/Pacific Parks Estate & architect - Development options for Stage 1b (large multiple dwelling unit site). Possible development includes short term accommodation (motel/serviced apartments) and multiple dwelling units, cafe/restaurant. Possibly aiming at workers accommodation.</p> <p>14 March - Michael Jewell (Humphreys Reynolds Perkins) and developer - Potential residential development at 14 Wellington Street, Mackay. Manager Strategic Planning, Manager Development Assessment and Manager Development Engineering in attendance.</p> <p>15 March – Applicant and consultant - DA-2011-21 - discuss requirements to make application ‘properly made’. Director and Manager Development Assessment in attendance.</p> <p>31 March – ABC rep & architect - Proposed development of new studios at 2 Wellington Street, Mackay. Manager Development Assessment in attendance.</p> <p>31 March – Lesley Brooks and Stephen Wallace (RPS Group) - development proposal at Sarina Beach and possible inclusion of this land in Sarina EbD Outcomes Report. Manager Strategic Planning, Strategic Planning Officer and Planning Officer also in attendance.</p>
Principal Planner - South/Mirani	<p>11 March - Phil Moss - Stockland</p> <p>14 March - Des Sievers and Greg Johnson - Mackay Sugar.</p> <p>17 March - Michael Graham - Gateway</p>
Principal Planner - North	<p>7 March - Lawrie Shuttlewood - Kerrisdale Estate - Master Plan and Open Space requirements.</p> <p>7 March - Micheal McEachen - Premier Gardens, Avalon Estate,</p>

	<p>Canter Lane - Differences in approved plans vs operational works plans, stormwater requirements.</p> <p>8 March - Andrew Denton - Blacks Beach Road - Future stages, density and house product diversity, infrastructure requirements.</p> <p>14 March - Bob and June Critchley - future development of Lot 7 and identification of land constraints.</p> <p>16 March - Victor and Mary Vassallo - dual occupancy.</p> <p>29 March - Simon Howell - Plantation Palms - Discussion on Landscaping Plan for Rosewood Drive.</p> <p>29 March - Andergrove ULDA Management Meeting.</p> <p>30 March - Stephen Wallace & Ross Kenneally - Andergrove Lakes - discuss response to Information Request.</p> <p>30 March - Roberts Day - Northern Beaches Masterplan.</p> <p>31 March - Stephen Wallace & rep from Choice Homes - Lot 2 on CI3487 and others.</p>
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2. DEVELOPMENT ENGINEERING

Description	Mar 2011	Monthly Average - Dec, Jan, Feb	KPI March 2011	KPI for Dec, Jan, Feb	Target
Operational Works					
Applications Received	15	10	-	-	-
Number of Current Applications	70	78	-	-	-
Applications Finalised	8	8	-	-	-
Applications Requiring an Acknowledgement Notice	2	2	-	-	-
Average Acknowledgement Notice Period (Days)	7	7	100% in 10 Days	100% in 10 Days	85% in 10 days
Applications Requiring an Information Request	7	4	32% of all lodged	32% of all lodged	No more than 50%
Average Information Request Period (Days)	13	20	43% in 10 Days	37% in 10 Days	85% in 10 days
Average Decision Making Period (Days)	19	14	97% in 40 Days	96% in 40 days	85% in 40 days
Average from Lodged to Decided (Days)	110	78	75% in 80 Days	86% in 80 Days	85% in 80 days
Survey Plans					
Applications Received	18	11	-	-	-
Applications Finalised	19	11	-	-	-
Number of Lots Sealed	112	94	-	-	-
Average from lodged to Signing (Days)	39	38	89% in 15 Days	82% in 15 days	85% in 15 days
Minor Works					
Applications Received	84	40	-	-	-
Applications finalised	83	50	-	-	-
Average days from lodged to decided	4	4	98% in 10 Days	99% in 10 Days	85% in 10 days

3. ePLANNING

Description	Feb 2011	Monthly Average - last 3 months	Monthly Average since Feb 2011	KPI Feb 2011	KPI for last 3 months	KPI Since Feb 2011	Target
Applications lodged through Smart eDA (MCU, ROL & OW)		N/A		%	N/A	%	75%
Applications assessed electronically		N/A		%	N/A	%	90%

4. HEALTH & REGULATORY SERVICES

a) Compliance

i) Status of Compliance Activities:

Description	March 2011	March 2010
Requests for action received for the month	88	67
Requests for action finalised for the month	36	76
Show Cause Notices issued	10	18
Enforcement Notices issued	2	0
Local Laws Notices Issued	0	0
Infringements issued	5	0
Cases - under investigation	66	57
Cases – legal action commenced	38	32
Cases in process	104	89

Note: Cases in process refers to amount at end of month either under investigation or in legal action commenced.

- 38 Cases currently at 'Legal Action Commenced' phase, of which 31 are intending to lodge MCU applications or engagement of Private Certifier, and are pending that result.
- 88 requests received for month. This is highest level of complaints received in a month since July 2009. Most likely driven by bad weather.
- Fine issued for unapproved plumbing works to a registered plumber at East Mackay residence.
- Fine issued for unapproved building works in regards to a re-site house.
- Fine issued for an unfenced swimming pool at Beaconsfield.
- Fine issued to land owners for unapproved earthworks at Racecourse.
- Fine issued to property owner for unlawful use of premises, parking trucks and plant at a residence.

ii) *Complaints received*

Category	March 2011			
	Received	In Process	Finalised	Ave days
Illegal building works	10	34	12	6
Non-compliance of conditions	2	5	3	7
Heavy Vehicle Parking	0	1	0	N/A
Unapproved earthworks	2	4	1	9
Pools & pool fencing	32	24	14	4
Home based business	2	5	2	11
Illegal land use	4	8	2	19.5
Plumbing miscellaneous	8	8	10	10
Stormwater	26	17	18	5
Onsite sewerage plants/septics	2	2	1	46
Advertising signs	0	0	0	

- New information providing average number of days to complete. KPI for entire process is currently 60 days, with 20 days for investigation.
- Pool Safety inspectors referred 18 non-conformity notices to Council. These are issued when 90 days has passed since their inspection, and owner has failed to rectify issues within that time. This is impacting on workloads, and could not be assessed prior to now.
- Large number of stormwater complaints received. At end of March a link to information was created on the Council website for the community to access. Reiterated our limitations with Customer Service.

iii) *Proactive Audits – Compliance*

Note: a MCU Audit is an audit of planning approvals and associated approvals, e.g Operational Works or Building Approvals. A Planning Audit is an audit of a property to ascertain if planning approvals are adequate.

Category – Status	March 2011
MCU Audit - Allocated	22
MCU Audit – Auditing	11
MCU Audit – Legal Action Commenced	4
MCU Audit – Finalised	13
Planning Audit – Allocated	0
Planning Audit – Auditing	2
Planning Audit – Legal Action Commenced	0
Planning Audit – Finalised	0

- \$15,631.47 received in outstanding contributions.
- \$1,268,127.69 in outstanding contributions recovered since May 2010.
- 25% of applications audited for month had not commenced development.
- Trialling new system whereby MCU audit processes are within Pathways within the relevant application. Intention to dispense with use of Customer Service Requests as means of recording process.

iv) *Key Performance Indicators - Compliance*

Key Performance Indicator	Target	March 2011	Last Quarter
Complainant contacted and investigation commenced	≥ 85% within 5 days	89%	91%
Investigation conducted and finalised	≥ 85% within 20 days	98%	97%
Decision on action Upon receipt of investigation report	≥ 85% within 5 days	100%	100%
Decision on final action if non-compliant in legal action	≥ 85% within 20 days	100%	100%
Report that compliance achieved	≥ 85% within 60 days	100%	100%
Percentage of Building Application audits to amount lodge in calendar month	≥ 10% applications	0%	3%

- Strong consideration on revising KPI's to provide new targets.

v) *Governance*

Description	March 2011	March 2010
Building Application Audits (<i>Audits of building files by Building Surveyor</i>)	0	15
Building Application Audits (<i>Audits of building/plumbing files by Plumbing Inspector</i>)	1	0
Final inspections (<i>Building inspections of aged Council files</i>)	3	8
Building inspections (<i>Council Private Certification files</i>)	7	19
Issuance of Certificate of Classifications (<i>Research/inspections of Council building files leading to issuance</i>)	12	12
Building Records Searches (<i>A database search of approved structures on properties</i>)	46	60

- In process of developing new computer based audit process, rather than receiving hard copy.
- Increased amount of Certificate of Classification applications received. Possibly driven by QFRS compliance activities.

vi) *Domestic Building Works Statistics*

Description	Mar 2011	Monthly Average - Dec, Jan, Feb	Monthly Average since July 2008
Applications - All	206	196	233
Value of Building Works - All \$	\$30,229,243	\$25,957,399	\$52,421,704
Applications - New Dwelling	60	48	69
<i>Value of Building Applications - New Dwelling (\$)</i>	\$18,289,979	15,632,856	\$21,649,818
<i>Average Application Value</i>	\$304,833	323,438	\$312,530
<i>Average Dwelling Size (m2)</i>	251	233	239
<i>Detached Dwellings</i>	60	48	67
<i>Value of Detached Dwellings (\$)</i>	\$18,289,979	\$15,006,513	\$19,639,802
<i>Average Value of Detached Dwelling</i>	\$304,833	\$314,822	\$291,025
<i>Average Floor Area of Detached Dwelling</i>	251	334	238
<i>Attached Dwellings</i>	0	11	12
<i>Value of Attached Dwellings</i>	-	\$1,879,031	\$2,883,936
<i>Average Cost of Attached Dwelling</i>	-	\$170,821	\$243,862
<i>Average Floor Area of Attached Dwelling</i>	-	359	696
<i>Additions and Alterations</i>	35	23	26
<i>Value of Additions and Alterations (\$)</i>	\$958,153	\$931,234	\$1,301,376
<i>Number of New Residential Dwellings (Residential Zone)</i>	47	36	55
<i>Average Land Size of New Dwelling (Residential Zone - m2)</i>	862	-	-

Significant Applications

- App No PC-2011-557 - New Units (3) - Meadow Street, North Mackay - Value \$1,228,919.
- App No PC-2011-508 - New Dwelling - East Point Drive, Mackay Harbour - Value \$1,222,800.
- App No PC-2011-451 - New Medical Centre - Old Eimeo Road, Rural View - Value \$3,206,000.
- App No PC-2011-448 - New Warehouse & Office - Farrellys Road, Paget - Value \$1,600,000.
- App No PC-2011-397 - New Workshop, Washbay & Office - Titanium Drive, Paget - Value \$1,400,000.
- App No PC-2011-516 - New Fitout - Grandview Drive, Mt Pleasant - Value \$1,039,000.

b) **Local Laws**

i) *Complaints Completed*

Category	Mar 2011	Mar 2010	Monthly Average since July 2008
Abandoned Vehicles	24	26	24
Dogs Barking	7	19	31
Dogs Aggressive	50	46	44
Dogs Straying	122	130	118
Dogs Excessive numbers/Unregistered	11	13	9
Livestock/Poultry/Birds	29	32	26
Overgrown/Untidy allotments	141	131	68
Total All Complaints Received	449	454	380

ii) *Local Laws Infringements*

Description	Mar 2011	Mar 2010	Monthly Average since July 2008
Number of Infringements Issued	36	25	14

iii) *Parking*

Description	Mar 2011	Mar 2010	Monthly Average since July 2008
Number of Infringements Issued	519	941	629

iv) *Paid Parking Machines*

Description	Mar 2011	Mar 2010	Monthly Average since July 2008
Paid Parking Tickets Sold	13,218	13,571	10,453
Machine Faults Received	34	49	37

v) *Dog and Cat Registrations*

Description	Mar 2011	New Registrations for the Month	Number Registered at end of 2009/2010 Period
Number of Current Dog Registrations	14,956	156	13,699
Number of Current Cat Registrations	2,736	29	N/A

*Cat registration commenced July 2010

c) *Environmental Health*

i) *Received Complaints*

Type	Mar 2011	Mar 2010
Complaints received regarding licenced activities	3	10
Public health - requests that may be considered a public health risk (eg: mosquito's, asbestos, rats, mice, sewerage/waste water)	6	12
Environmental nuisance - residential (eg: odour, noise, light, dust, stormwater, smoke > 100m from neighbouring building/residents)	5	8

ii) *Inspections - Licensed Premises (Calendar Year)*

Premises	Premises Inspected Mar 2011 YTD	Premises Inspected Mar 2010 YTD	Total No. of Licensed Premises	Target Measure - % Inspected of Premises YTD
Caravan Parks	21	22	23	91%
Flammable Liquids	33	15	144	23%
Food	172	231	574	30%
Accommodation (Hotel, Motel, Backpackers, Holiday Flats & Units, Bed & Breakfast)	1	28	66	2%
Swimming Pools	25	41	73	34%
Footpath Dinning, Itinerant & Static Vendors	0	0	29	0%

iii) *Inspection Types for the Month*

Premises Type	Routine Work Inspection	Complaint Inspections	Follow-up Inspection	Initial Inspection	Final Inspection	Other Inspection
Flammable Liquids	14	0	1	0	1	1
Food	23	4	16	0	5	1
Swimming Pools	1	0	0	0	0	0
Temporary Foods/Events	2	0	0	0	0	0

iv) *Inspection Results for the Month*

Premises Type	Compliant	Non compliant - Major	Non compliant - Minor
Flammable Liquids	4	3	11
Food	7	8	27
Swimming Pools	1	0	0
Temporary Foods/Events	2	0	0

v) *New Applications*

Application Type	Number
Food	11
Temporary Home	2
Flammable and Combustible Liquids	1
Outdoor Events	5

vi) *Officer General*

Emails sent	File Searches (<i>Health requisition enquiry</i>)	Letters/correspondence from Inspections
433	10	152

Miscellaneous Items

- Collection and analysis of data for research concerning alternative options available to Council for the collection of unpaid fines for Council briefing.
- Interviews for vacant Environmental Health Officer position conducted and recruitment for temporary Environmental Health Officer position commenced.
- Commencement of training for Environmental Health Coordinator replacement for 13th June 2011 - 6th January 2012.
- Two by Environmental Health Officers commenced training for Diploma Local Government (Town Planning).
- Preparation work and planning for commencement of new Mackay Regional Council Local Laws.
- Finalisation of environmental health fees and charges proposed for 2011/2012.
- Compilation of food newsletter (Macfood) completed by Environmental Health Officers.

d) Environmental Protection

i) Environmentally Relevant Activity Registrations

Categories	Enquiries	Inspections	Complaints
Chemical Storage	0	1	0
Abrasive Blasting	0	1	0
Surface Coating	1	0	0

ii) Complaints - Environmental Harm or Nuisance

Categories	Inspections	Total Infringements / Notices
Over Spray	1	1
Odour	0	1
Water	7	10

e) Vector Control

Sites Inspected	Sites Treated	Hectares Treated
135	63	3,010 Ha

f) Pest Management

i) Declared Weeds

Plants:	Enquiries	Inspection
Parthenium Weed	1	0
Giant Rats Tail Grass	14	7
Sicklepod	6	4
Tobacco Weed	3	1
Singapore Daisy	4	0
Lantana	1	0

ii) Declared Animals

Animals	Enquiries	Traps	Shed Meetings
Dingo/Wild Dog	10	5	0
Feral Pig	8	1	4
Fox	1	0	0

5. STRATEGIC PLANNING

a) Waterways & Open Space

PROJECT	PROGRESS	PLANNED ACTIVITIES
i) Stormwater Studies		
Kellys Road Catchment Stormwater Trunk Infrastructure Study	– Updated valuation report requested to acquire easements.	Ongoing
McCreadys Creek South Stormwater Trunk Infrastructure Study	<ul style="list-style-type: none"> - Ecological report received. - Investigation of the use of the Golf club detention basin as a potential regional stormwater quality treatment basin for the catchment was investigated. - A meeting was held with the consultant to discuss the issues raised in internal review 	- Model being updated.
Review of 2006 Mackay Stormwater Quality Management Plan (SQMP)	- Reports being reviewed to incorporate other stormwater management plans and guidelines.	- Ongoing.
Example Site Based Stormwater Management Plan	<ul style="list-style-type: none"> – First draft of the Site Based Stormwater Management Plan received. – Awaiting comments to complete the internal review of draft report. 	– Incorporate internal comments into the final report.
WSUD for Flat Sites	– Completed	– Document to be released in early 2011.
Deemed to comply Solutions	– Completed	– Document to be released in early 2011.
Onsite Detention for Small Lots	<ul style="list-style-type: none"> – Draft report received. – Distributed internally for comments. 	– Incorporate comments into the final version.
ii) Flood Studies		
Goosepond Creek Flood Study	– Ongoing.	– Reconsider study options after completion of the Pioneer River flood study. Ongoing.
Pioneer River Flood Study	<ul style="list-style-type: none"> – Calibration report received and internal review of calibration report complete. – Internal comments on the draft report received. – A meeting was held with the consultant to discuss the issues raised in internal review. 	– Rerun model and consider comments.

iii) Open Space		
Open Space Policy Review	<ul style="list-style-type: none"> - Internal review underway of draft study underway. - Meeting held with Queensland Health on Healthy Community outcomes. 	<ul style="list-style-type: none"> - Compile discussion document for public consultation.
iv) Erosion and Sediment Control		
Review policies to incorporate Best Practice Erosion and Sediment Control	<ul style="list-style-type: none"> - Ongoing 	<ul style="list-style-type: none"> - Ongoing.
v) Catchment Management Plans		
Gooseponds Catchment Management Plan	<ul style="list-style-type: none"> - Under review. 	<ul style="list-style-type: none"> - Commence internal consultation.

b) Local Area Planning

PROJECT	PROGRESS	PLANNED ACTIVITIES
i) Planning Scheme Maintenance		
Mackay / Mirani / Sarina PS Amendments : 1 of 2010 – Housing diversity and affordability	<ul style="list-style-type: none"> - State agency issues reviewed and addressed. Letter forwarded to Minister requesting authorisation to commence public consultation. - Letter received from Minister to commence public consultation. 	<ul style="list-style-type: none"> - Commence public consultation of proposed amendments.
Mackay PS Amendments 2 of 2010 – Minimum development levels	<ul style="list-style-type: none"> - Letter sent to DIP regarding clarification of amendment process. 	<ul style="list-style-type: none"> - Await advice from DIP
Mackay PS Amendments 4 of 2010 PS, Mirani and Sarina PS Amendments 2 of 2010 – Urban uses in rural areas	<ul style="list-style-type: none"> - State agency issues reviewed and addressed. Letter forwarded to Minister requesting authorisation to commence public consultation. 	<ul style="list-style-type: none"> - Await advice from DIP
ii) Local Planning Instruments		
Marian and Mirani LAP	<ul style="list-style-type: none"> - Ongoing. 	<ul style="list-style-type: none"> - Summary of public consultation outcomes document to be prepared. - Compile drafting instructions for Mackay 200k Planning Scheme.

PROJECT	PROGRESS	PLANNED ACTIVITIES
Sarina and Coastal Communities LAP	- Briefing to Council undertaken on the 09/03/2011 – summary of public consultation outcomes.	- Summary of public consultation outcomes document to be prepared and forwarded to submitters. - Compile drafting instructions for Mackay 200k Planning scheme.
Ooralea LAP	- Ongoing	- Briefing to Council on summary of submissions and way forward for project scheduled for April.
City Centre LAP	- Community consultation on Background report undertaken, including a 3 day display at Old Town Hall and stall at Victoria Street Markets. Almost 100 comments received - Enquiry by Design Workshop undertaken 23/03/2011 – 25/03/2011.	- Commence report on City Centre Vision.
Northern Beaches (Rural View/ Blacks Beach) Masterplan	- Ongoing.	- Prepare draft structure plan.
iii) SPA Planning Scheme		
Mackay 200k+ Planning Scheme	- Ongoing.	- Project planning to be undertaken and work programme to be prepared.
Mackay 200k+ Strategic Framework	- Updated Version 0.2	- Commence internal consultation after release of MWI Draft Regional Plan.
iv) Heritage Planning		
Heritage Advisory Committee	- The first HAC meeting was held on 25 February 2011. - A workshop was held on 25 February for the 2012 Sesquicentennial Heritage celebrations.	- Next HAC meeting is scheduled for Friday 13 May 2011.

c) *Regional Planning*

PROJECT	PROGRESS	PLANNED ACTIVITIES
i) WHAM Regional Plan		
Statutory Regional Plan	- Await release of Draft Regional Plan.	- Await publication of Draft Regional Plan - Comment on draft regional plan upon publication. - Expecting a minimum 2 month period of consultation.
Regional Industry Study	- Await copy of final report.	- Await copy of final report - Consider results of study and impact on new planning scheme.
Low Impact Industry Study	- Initiated new project.	- Appoint consultant after evaluation of submissions and commence study.
Broadhectare Study 2010	- Await final report from PIFU (OESR, QLD Treasury) - Update MILIS with new development activity data	- Use final report data for drafting of new planning scheme and population projections.
ii) Region-wide Strategies		
Residential Densities Strategy	- Published overall strategy for public consultation from 4 February to 25 March 2011. - Draft document on public exhibition extended until end-April 2011.	- Consider comments on draft strategy.
Centres Strategy	- Commenced new project. - Appointed consultant to assist in background study.	- Compile Centres Strategy discussion document.
National Urban Policy Discussion Paper & Sustainable Population Strategy for Australia	- Submissions made to Federal Government on the 2 strategies.	- Complete.
iii) Other projects		
Mackay Airport – Land Use Plan	- Sent letter to Minister of Planning and Mackay Airport.	- Await response from Airport Company to council's comments.
Telecommunication	- Meeting held with Optus on strategic planning and future development to assist in facility planning.	- Ongoing.

d) Infrastructure and Transport Planning

PROJECT	PROGRESS	PLANNED ACTIVITIES
i) Indexation		
Indexation of Contribution Rates	– New Indexation Contribution Rates are current from 1 February 2011.	– Next indexation applicable on 1 June 2011.
ii) PIPs		
Mackay City Planning Scheme Area PIP	– Council considered the draft Mackay PIP on 17 November Council and submitted draft PIP for first state interest review.	– Awaiting response from DIP on PIA Planning Assumptions. – Awaiting response from DIP on draft PIP.
Sarina Planning Scheme Area PIP	– Commenced compilation of Part 1 (Planning Assumptions) for submission to DIP.	– Develop employment and population projections. – Ongoing development of Part 1.
Mirani Planning Scheme Area PIP	– Commenced compilation of Part 1 (Planning Assumptions) for submission to DIP.	– Develop employment and population projections. – Ongoing development of Part 1.
iii) Transport Planning		
Mackay Area Transport Study (MATS) – Traffic Model	– Consultant conducted an overview on Traffic Modelling capabilities for Mackay (from 2008 DTMR Model and 2010 GHD Model).	– Review of assumptions of existing traffic modelling completed. – Discussions to be held with DTMR on the way forward. Possibility of establishing Form a Joint Steering Committee to go forward once data available from Gladstone Home Interview Survey, new boundaries from Census Bureau on SA-1 boundaries (now obtained).
Mobility and Transportation Access Strategy (MTAS)	– Development of overarching Mobility and Sustainable Transport Strategy (to encompass other transportation and access management strategies). – A meeting with Senior Staff was held on 18th March 2011. Minor amendments to be undertaken and circulated back to senior staff.	– Establish internal working group and develop action plans.

Cost Impact Assessment Guidelines (CIA)	- Cost Impact Assessment Guidelines.	- Awaiting outcome of State Infrastructure Taskforce recommendations (PIP and application to areas outside PIA).
Transport Impact Assessment Guidelines (TIA)	- Ongoing.	- Recommend further discussions with Industry and Internal Staff.
Road Hierarchy	- Adjustments on Marian/Mirani and Sarina underway as part of LAP.	- Internal consultation on road hierarchy levels underway.
CBD Car Parking Study	- Ongoing.	- Input into City Centre LAP. - Development of draft strategy underway for comment as part of EbD outcomes report. - Initial Report prepared in two parts. Part A-Public and Part B -Private Car Parking. Report being reviewed by Local Law section for enforceability and comments.
DART Committee Meetings	- Attend regular weekly DART Committee Meeting as required.	- Ongoing
Provide Advice on transport and traffic matters to staff	- Provide advice on an on-going basis as requested.	- Ongoing
Pedestrian /Bicycle Strategy	- Provide advice on strategy for Mackay. - Integrate with Open Space Strategy. - Provide comments on strategy as LAPs for various areas evolve. - Check with Road Hierarchy Strategy for consistency.	- Ongoing.
TMR Integrated Transport Plan	- Prepare Bus/Transit Strategy to comply with current Government policies	- Ongoing

6. HOUSING AFFORDABILITY FUND

Construction of Rosewood Drive

- Preliminary lot layouts for Plantation Palms designed to allow for infrastructure planning and road alignment for Rosewood Drive
- Detail design for Rosewood Drive complete based on current information.
- Tender documentation in final stages and due to be advertised in the immediate future.
- Consultation with developers has continued.

Planning Re-Forum

- Northern Beaches Structure Plan– the consultant is further refining the Structure Plan for the Northern Beaches growth area as well as precinct plans for Blacks Beach Cove, Plantation Palms, and Northern Beaches Central.
- Residential Densities Strategy– public consultation on the Draft Strategy will continue until 29/04/2011.
- District Centres Strategy– a supporting document, Centres GFA Study, is completed; consultant is engaged to prepare Centres Role and Function Study, an additional supporting document.
- Building & Planning Guidelines – consultant is continuing work on the guidelines.
- Planning Scheme Amendment and Implementation – progress dependent on the completion of the above projects.

7. BUSINESS IMPROVEMENT

Project Title	Project Manager	Progress	Completion Date
1a. PIP Implementation	Darryl Jones	- Business solution design commenced - Project on hold pending outcome of Infrastructure Charges Taskforce	On Hold
1b. New Infrastructure Charges Regime	Darryl Jones	- Made detailed 16 page submission on the 14 recommendations - Co-chaired State wide Working Group on Transitional Issues - Detailed review of Infrastructure Charging groupings and definitions undertaken in collaboration with Gold Coast and Brisbane City Councils - Established definitions template for use State wide - On release of the Final Report of the ICT undertook a full review and initiated a State wide program to change some of the key recommendations of concern (transitional issues) - Drafted template submission for use by other local governments	30/06/11
2a. Electronic Assessment – MCU, RoL and Con Applications	Simon Halcrow	- PROJECT COMPLETED - 100% of new applications received in February allocated, assessed and decided electronically	31/01/11

2b. Electronic Assessment – OW and ERA Applications	Simon Halcrow	<ul style="list-style-type: none"> - Hardware and software installed - Project initiation meeting with Development Engineering Officers held utilising the Planning manual as the guide - Project Early Adopters Group met 3 times during month - Internal Referrals refined and included into process - Amendments have been identified in existing manual and new template created - Testing of new system has commenced 	30/03/11 30/04/11
3a. PD Online – MCU & RoL	Darryl Jones	- PROJECT COMPLETED	1/11/10
3b. PD Online – OW & ERA	Darryl Jones	<ul style="list-style-type: none"> - Project initiation meeting with Development Engineering Officers held - 	30/06/11
4. Property Enquiry (PD Online)	Darryl Jones	- PROJECT COMPLETED	1/11/10
5. Land Use Enquiry	Darryl Jones	<ul style="list-style-type: none"> - Configuration issues between Infomaster and GIS resolved - User Acceptance Test completed - Training of staff completed - Inputting of Planning Scheme data relating to 2 use types completed - Testing of data underway - HAFeDA project finalisation documents completed - To be publically released in conjunction with the Applicant and Assessor Modules (projects 6 and 7) 	31/01/10 31/03/11 30/06/11
6. Applicant Module	Darryl Jones	<ul style="list-style-type: none"> - Infomaster still developing and testing product - User Acceptance Testing completed - HAFeDA project finalisation documents completed - Project on hold pending Infomaster completing product development 	30/06/11
7. Assessor Module	Darryl Jones	<ul style="list-style-type: none"> - Infomaster still developing and testing product - User Acceptance Testing completed - HAFeDA project finalisation documents completed - Project on hold pending Infomaster completing product development 	30/06/11

8. Smart eDA for Building Applications (Concurrence Agency)	Darryl Jones	<ul style="list-style-type: none"> - Smart eDA priorities with pool register - Development of Building Applications capabilities in 2011 - MRC is a pilot Council - Advise received that project delayed until October 2011 - Contact has been made with Smart eDA to identify an interim solution for Mackay in relation to Councils role as concurrence agency for Building Work Applications – awaiting feedback - Given delay in the project also working with Customer Service regarding an interim email based solution - Facilitated training with industry on the use of Smart eDA to increase the percentage of applications being lodged electronically – 23/03/11 	30/07/11 30/11/11
9. Automated Transfer of Data from Electronically Lodged Applications to Council's Systems	Darryl Jones	<ul style="list-style-type: none"> - Morton RC working with Infomaster to build eDAIS - They expect to complete mid 2011 - Contact made with Smart eDA and Mackay is one of the first to have the new system configured 	30/06/11
11a. Environmental Health Pathway Development	Sarah Shuttlewood	<ul style="list-style-type: none"> - Initial scoping meeting 25 August - Project team established and dates set for next stages - Required improvements have been documented - System established currently inputting data (approximately 50% completed) - Data imputing progressing to 95% completion. - Converting all new local laws into existing templates (new local laws to be implemented in June or July) - Once implemented into new template review of existing procedures and process to take place 	24/12/10 31/01/11 31/03/11 30/06/11
11b. Environmental Protection Pathway Development	Craig Sheppard	<ul style="list-style-type: none"> - PROJECT COMPLETED - Commenced first review of the implemented process - Minor changes have been made to improve efficiencies and remove glitches 	15/12/10
11d. Management of processes, Procedures and Standards	Margaret Gatt	<ul style="list-style-type: none"> - Document control management - Was proposed to be a Council wide initiative however now returned to Development Services 	30/06/11

12a. Review of Engineering Construction Specifications	Guy Stevenson	<ul style="list-style-type: none"> - Review of 22 of 44 complete – Inspection and Test Report Construction Specification Review, Standard Drawing review and Construction Policy Review. - Consultation with internal stakeholders 	30/06/11
13. Electronic Planning Scheme	Darryl Jones	<ul style="list-style-type: none"> - Infomaster – Master View product being used to draft electronic planning scheme in Toowoomba RC - Demonstration on Master View product undertaken - Capabilities match requirements - Discussions held with Toowoomba RC on drafting techniques 	2012 30/11/11
14. Online Public Consultation Submissions	Darryl Jones	<ul style="list-style-type: none"> - Online submissions for strategic projects completed - Request to change Statutory Forms sent to State Government to enable electronic receipt of public notification submissions for development applications - State Government currently reviewing and a response is expected by end of March 2011 - Have been advised verbally that changes will be made however still awaiting formal response 	31/01/11 30/04/11
15. Website Improvement	Margaret Gatt	<ul style="list-style-type: none"> - Initial scoping meeting held - Roles and responsibilities of each Program being drafted - Development Engineering information on the web has been rebuilt - With BSU Coordinator position filled work to commence 	24/12/10 31/03/11 30/06/11
16. External Meeting Procedure	Darryl Jones	<ul style="list-style-type: none"> - PROJECT COMPLETED 	1/11/10
17. Fast Track – Risk Smart		<ul style="list-style-type: none"> - Awaiting on the outcome of the T5 HAF project to use as base 	2011
18. Internal Referrals	Peter Bratt	<ul style="list-style-type: none"> - Design solution mapped - Procedure and associated forms drafted for internal consultation - Refinement of referral triggers completed - Detailed flow chart drafted - Meeting held with Water Services to review process - Procedure and associated forms being refined - Process has now begun to be implemented into the electronic Assessment projects (2a and 2b) - PROJECT COMPLETE 	18/02/11 31/03/11

19. Standard Conditions	Darryl Jones / Guy Stevenson	<ul style="list-style-type: none"> - Business rules for conditions established - Draft conditions package completed - Workshop held with development industry - Further refinement being undertaken before another workshop with development industry - Legal advice obtained for certain specific situations - Planning conditions finalised with further work required on engineering conditions - Engineering conditions initial review completed - Meeting with external stakeholders 23/03/11 to provide feedback on amendments and process to date - Structure for implementation into electronic assessment environment mapped 	<p>24/12/10 18/02/11 31/03/11 31/05/11</p>
20. Enhance Tasking and Actioning of Customer Requests	Debbie Adams	<ul style="list-style-type: none"> - Correspondence collated and inputted into test environment - Testing of tasks and procedure underway - Inputting templates into live environment commenced - Due for completion in late June 	<p>31/01/11 28/02/11 31/03/11 30/06/211</p>
21. Improved Reporting of Development Compliance - Intervention Requests and KPI's	Mark Goodman	<ul style="list-style-type: none"> - Procedure drafted - Process associated with Audit mapped - Data inputted into Pathway - Rebuilding procedure in Application module to link with original development application - Finalising Procedure before release - Early adopter using the system to iron out any bugs before introducing to the rest of the staff. - Review of procedure being undertaken in conjunction with the early adopter using the new system - Meeting scheduled for the creation of reports in SQL 	<p>24/12/10 18/02/11 14/03/11 31/05/11</p>
22. Implement MCU Audit Process	Mark Goodman	<ul style="list-style-type: none"> - PROJECT COMPLETED 	<p>20/09/10</p>
24a. Review of the Plan Endorsement Process	Peter Bratt	<ul style="list-style-type: none"> - PROJECT COMPLETED - Commenced first evaluation and review of process based on feedback - Changes drafted to procedure to improve clarity 	<p>28/02/11</p>
24b. Review of the On Maintenance Process	Peter Bratt	<ul style="list-style-type: none"> - Leverage off project 24a so awaiting the completion of the first stage 	<p>30/04/11</p>

24C. Review of Post Plan Registration Process	Michelle Walker	<ul style="list-style-type: none"> - Initial scoping meeting held - Initial review of existing processes complete - Consultation with internal stakeholders underway 	30/04/11
26. Development Services Library	Reyna Lewis	<ul style="list-style-type: none"> - Library Services prepared estimate of process, costing and timing - Work planned to commence 1/05/11 	30/04/11 30/06/11
27. BSU Operational Review	Margaret Gatt	<ul style="list-style-type: none"> - Initial review of existing roles and responsibilities completed - Proposed roles and responsibilities identified and analysed 	30/10/11
28. Enforcement Process Review	Mark Goodman	<ul style="list-style-type: none"> - PROJECT COMPLETED 	1/12/10
29a. Management of Court Appeals	Darryl Jones	<ul style="list-style-type: none"> - PROJECT COMPLETED 	3/11/10
29b. Management of Infrastructure Agreements	Darryl Jones	<ul style="list-style-type: none"> - Collation of data and background information undertaken - Project now with Service Enhancement Team - Was proposed to be a Council wide initiative however now returned to Development Services 	30/06/11
30. Coordination of Regulatory Fees and Charges 2011/12	Darryl Jones	<ul style="list-style-type: none"> - Initial review of current regulatory fees and charges undertaken - Legal review commenced - Proposed philosophy drafted - Draft time table for adoption of regulatory fees and charges established - Briefing with Council on 9 February 2011 - Guideline for compiling fees and charges drafted - Project handed over to Financial Services - PROJECT COMPLETED - Undertaken Peer Review of Development Assessment and Engineering proposed fees for 2011/12 	25/02/11
31. ePlanning Scheme Compilation	Darryl Jones	<ul style="list-style-type: none"> - New project - Scope of project established - Represented Council reviewing the Draft Queensland Planning Provision v3 – Local Government Review Group meeting – 25/03/11 - Initiated Regional wide submission on the draft v3 - Project plan drafted 	30/11/11
32. Review of Limited Planning Certificates	Toni Maes	<ul style="list-style-type: none"> - New project - Reviewed existing processes - Customer Services review completed - Procedure drafted and being reviewed - PROJECT COMPLETED 	11/03/11

33. Infrastructure Coordination	Darryl Jones	<ul style="list-style-type: none"> - New project - Created initial scoping document from Strategy to Charging to Delivery - Due to proposed changes to the Infrastructure Charges Regime the scope of this project has changed - Project plan including roles and responsibilities drafting commenced 	
34. Publically Available Document Review	Darryl Jones	<ul style="list-style-type: none"> - PROJECT COMPLETED 	28/01/11
35. Did You Know? Series	Darryl Jones	<ul style="list-style-type: none"> - New Project - Improve promotion of achievements of the Department - Established poster template in conjunction with Corporate Communications - Drafted first 3 posters in the series - PROJECT COMPLETED 	21/03/11

Regional Queensland (high growth) Planners Forum

First Meeting of the Regional Queensland (high growth) Planners Forum convened, agenda and presenters prepared for meeting on 26/11/10 representing local government planners from the 10 high growth Councils outside SEQ.

Second Meeting of forum organised and held in Brisbane on 18/03/11. The Forum Charter was confirmed, Darryl Jones was elected inaugural Chair with the Deputy Chairs being from Townsville CC and Cairns RC.

Main Items discussed was role of Reconstruction Authority in future planning; changed to State Government structure; Green Door initiative; Development Assessment Monitoring and Performance Project; Infrastructure Charges Taskforce Final Recommendations; Building Revival Forum and the Development and Building Pipeline Discussion Paper; DA Fees and Charges; and Queensland Planning Provisions.

Next Meeting June 2011

Building Revival Forum

An invite has been received from the Premiers Office for the Mayor and Darryl Jones to be representatives on a Building Revival Forum (12 April 2011). Representatives to the forum include the planning, financing, development and building industries. To assist in the discussions a detailed gantt chart of the process and timelines from inception of a residential development to a house being completed – The Development and Building Pipeline was generated and sent to LGAQ. The process covers 77 individual activities over 13 stages of the process. Meetings have been held with industry and the state government to refine the stages and timelines.

The Final joint LGAQ and Mackay Regional Council, report titled *Development and Building Pipeline Discussion Paper – March 2011* was forwarded to the Premiers Office to be used as the basis for the step by step analysis of the issues at the Forum. The Paper has also been distributed to high growth Queensland Councils, State agencies and the Development and Building industries.

Darryl Jones has been invited to present the Paper to the SEQ Council of Mayors prior to the Forum.

New Infrastructure Charges Regime

In 2010 a 16 page submission on the draft 14 recommendations contained in the Interim Consultation Report was lodged with the Stage Government on behalf of Council. On 17 December 2010, Darryl Jones co-chaired a State wide Working group reviewing Transitional Issues for a new charging regime.

A detailed review of Infrastructure Charging groupings and definitions was undertaken in collaboration with Gold Coast and Brisbane City Councils to assist in the transition to a standard maximum charge for all use types. As part of this work Mackay established a standard definitions template for use State wide to assist in the transition and implementation.

On release of the Final Report of the ICT (in early March) a full review was undertaken reviewing the impacts on Mackay. Based on significant concerns the issue was raised with Regional Councils at the Regional Queensland (high growth) Planners Forum and a State wide program to change some of the key recommendations of concern (transitional issues) was initiated.

Obtained previously unpublished data on lag time with development to build the case for changes to the transitional arrangements from the office of Economic and Statistical Research. Subsequently drafted a template submission for use by other local governments

Green Door

Darryl Jones represented Regional Queensland (high growth) Councils on the Green Door Advisory Committee Meeting chaired by the Government Planner on 17/02/11. Further to the meeting detailed comments on the Issues Paper and Consultation Strategy have been provided.

Submitted a potential Green Door Project in Mackay for the Committee's consideration.

Attended the Green Door Advisory Committee Meeting on 17/03/11 by phone link. Provided advise on regional consultation to the organisers of the Green Door Workshop in Mackay on 28/03/11, which was attended by Darryl Jones. This workshop was used as the prototype for the State wide rollout of such Workshops.

General

Darryl Jones had been invited to present a paper on '*Removing the DA Hurdles*' at a Planning Scheme Symposium on 3/06/11, jointly facilitated by Planning Institute of Australia, Growth Management Queensland, Council of Mayors and LGAQ.

8. WORKING GROUPS

- **Development Industry Forum**

Next meeting to be held 18 April 2011.

- **Smart Housing Working Group**

Last meeting held 10 March 2011.

Consultation

There has been consultation with Development Services Program Managers.

Resource Implications

Nil.

Conclusion

All Programs are performing in accordance with agreed outcomes.

Officer's Recommendation

THAT the report be received.