



PLANNING & DEVELOPMENT COMMITTEE MEETING

AGENDA

24 MARCH 2015

Your attendance is required at a meeting of the Planning & Development Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 24 March 2015 commencing at 1.30pm for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
18 March 2015

Next Meeting Date: 14.04.15

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:

The Mayor, Councillor M F Strelow (Chairperson)
Councillor C E Smith
Councillor C R Rutherford
Councillor G A Belz
Councillor S J Schwarten
Councillor A P Williams
Councillor R A Swadling
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Planning & Development Committee held 10 March 2015

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

Nil

9 STRATEGIC REPORTS

9.1 PLANNING SECTION - FEBRUARY OPERATIONS REPORT

File No: 7028
Attachments: 1. Monthly Report
Authorising Officer: Robert Holmes - General Manager Regional Services
Author: Russell Claus - Manager Planning

SUMMARY

The monthly operations report for the Planning Section (Development Assessment, Strategic Planning and Building Compliance) as at 28 February 2015 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Planning Section report for February be received.

COMMENTARY

The monthly operations report for the Planning Section is attached for Council's consideration. The performance information contained within the attached report relates directly to the adopted 2014/15 Operational Plan Key Performance Indicators.

The Manager's performance summary for each of the abovementioned Sections is provided below.

Development Assessment

The DA team worked efficiently in February, both in terms of assessments and planning project work (CBD revitalisation and other projects). There were two information requests that were sent out one day and two days late respectively. All other targets were met. Quite a few members of the DA team were also involved in the recovery effort for TC Marcia.

Strategic Planning

Council resolved responses to all public submissions on 27 January. It was also resolved to submit the planning scheme, updated to reflect public consultation outcomes to the Minister for final review and request permission to adopt the planning scheme. All public submission responses were mailed during February. The work to complete final updates to the planning scheme continues. GIS mapping resources have not been fully available because of disaster recovery operations so some updates are still be finalised. The plan is still to submit the updated planning scheme to the Minister by the end of March.

The new government has committed to continue progressing planning schemes at advanced stages of development in accordance with current policies and guidelines. This places some importance on getting the proposed scheme in the system. It is impossible to estimate how long the State will take to formally review the scheme. The nominal period is 40 business days, but that is rarely achieved.

The future of planning reforms that were commenced under the previous government has not been determined. LGAQ requested Council's views on the significant planning reforms commenced under the previous government. The majority of Councils support continuing with SPA, with some reasonably measured but important amendments. We also supported this position as there appears no strong business case for the reforms proposed.

Building Compliance

The Building and the Plumbing team has met nearly all required timelines. There has been some disruption resulting from TC Marcia, as staff have been responding to additional requests for technical advice as well as providing volunteer time. Applications remain soft.

CONCLUSION

It is recommended that the monthly operations report for the Planning Section (Development Assessment, Strategic Planning and Building Compliance) be received.

PLANNING SECTION - FEBRUARY OPERATIONS REPORT

Monthly Report

Meeting Date: 24 March 2015

Attachment No: 1

MONTHLY OPERATIONS REPORT
PLANNING SECTION
Period Ended February 2015

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

CBD stakeholders have been presented with a white paper discussing the pros and cons of different Association options. Following feedback, the preferred option will be developed for implementation (likely to take several months). Stakeholders have also been presented with an organised list of private-sector tasks that they will have primary responsibility for. They are being asked to assign priority, responsibility and timelines to actions presented on the list. Initial conversations have been held with property owners in the Denham Street rotunda block to gauge reaction to the possibility of reopening this section of street.

Improvements / Deterioration in Levels of Services or Cost Drivers

Nil.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for February 2015 are as below:

	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							
Building Enquiry - General Info/Admin etc	41	16	18	12	31	0	5	● 2.08	● 10.35	● 19.02	3.83
Other Building Compliant Issue	57	0	10	1	66	0	1	● 0.00	● 3.64	● 27.38	5.17
Planning Compliance Request/Enquiry	98	5	18	4	107	0	45	● 1.75	● 9.74	● 19.45	14.55
Duty Planner (New Enquiry)	5	5	128	125	2	2	1	● 0.28	● 0.28	● 0.42	0.29
Telephone Enquiry (Existing Application/Call Back)	1	1	31	30	1	0	1	● 0.53	● 1.16	● 0.91	0.61
Plumbing Issues General	50	2	6	4	50	0	5	● 0.75	● 2.82	● 9.64	6.30
Strategic Planning Development Certificates	0	0	32	32	0	0	3	● 0.78	● 4.48	● 3.85	3.77

Comments & Additional Information

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

Safety Statistics

The safety statistics for the reporting period are:

	FIRST QUARTER		
	Jan	Feb	Mar
Number of Lost Time Injuries	0	0	
Number of Days Lost Due to Injury	0	0	
Total Number of Incidents Reported	0	1	
Number of Incomplete Hazard Inspections	0	0	

Risk Management Summary

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

Please Note: The risks listed below are ‘what if’ scenarios and do not necessarily reflect what has occurred.

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Failure to address general long term planning needs for the community will result in lower quality development, less development overall, continued poor economic and community performance indicators, and lost opportunities in pursuit of achieving elevation of Rockhampton's reputation to an exceptional regional city.	Very High	Develop strategies to address threat, train existing staff to address, and hire staff with required skill sets. Educate community, develop strategic partnerships, and identify external resources.	31/12/2015	10%	Very long term to resolve
Changes to State law that reduce revenues for essential Council services, e.g. Development Assessment will result in less capacity to provide planning services, requiring supplemental funding from other sources, e.g.	High 4	Monitor and respond when and as appropriate	N/A	50%	Ongoing issues

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
increased rates.					
Failure to collect revenue results in fewer funds available and lack of confidence in Council business practices.	High 5	Process and workflow to address has been developed and approved by Council.	31/12/2015	90%	
Continuing changes to state legislation and regulatory requirements on Council increase the risk of Council not being able to fully comply with all requirements. Consequences include possible fines, further limitations on Council functions, failure to provide essential resources to enable Council to achieve regional development objectives.	Moderate 5	Respond as events occur and provide submissions to articulate impacts on RRC operations	N/A	50%	Difficult for regional councils to keep up with additional demand created by state mandates
Failure to manage hazard conditions and negative impacts on environmental resources will result in increased property damage and loss of environmental functionality and aesthetic amenity which will damage the reputation of Council for management of these services, as well as possible lawsuits for property damage.	Moderate 5	Have incorporated relevant measures in proposed Planning Scheme. Provided information to citizens and Councillors for purpose inclusion and impacts.	31/12/2015	80%	Largely addressed through new planning scheme

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	97%	
Outdated legislative compliance mandatory training and/or qualifications	Various	100%	
Overdue performance reviews	Various	100%	

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

No capital projects are relevant to the Planning Section.

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

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
<i>Rockhampton Regional Planning Scheme</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>This project is a large operational plan that spans over several years</i>

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

Service Delivery Standard	Target	Current Performance
Development Assessment		
Applications received: 10		
Applications decided: 15		
Acknowledgement notices (where required) sent out within 10 business days of application being properly made	100%	100%
Information requests (where required) sent out within timeframes required under SPA	100%	75%
Decisions are made within 20 business day timeframe once decision stage commences (or extended timeframe permitted under SPA)	100%	100%
Decision notices are issued within 5 business days of the decision being made	100%	100%
Building		
Applications received: 15		
Applications decided: 15		
Building Approvals - Decisions are made within 20 business day timeframe	100%	93%
Plumbing		
Applications received: 31		
Applications decided: 28		
Compliance request are decided within 20 business day timeframe	100%	100%
Strategic Planning		
Property Search – Planning and Development certificate sent out within timeframes required under SPA	100%	100%

FINANCIAL MATTERS



End of Month General Ledger - (Operating Only) - PLANNING

As At End Of March

Report Run: 13-Mar-2015 15:46:34 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance
	\$	\$	\$	\$	%
PLANNING					
Strategic Planning					
1 - Revenues	(151,500)	(113,625)	(47,038)	(47,038)	31%
2 - Expenses	1,175,820	881,865	569,895	569,895	48%
3 - Transfer / Overhead Allocation	32,288	24,216	4,719	4,719	15%
Total Unit: Strategic Planning	1,056,608	792,456	527,576	527,576	50%
Development Compliance					
1 - Revenues	(1,333,929)	(1,000,447)	(616,315)	(616,315)	46%
2 - Expenses	1,279,980	959,985	576,226	576,226	45%
3 - Transfer / Overhead Allocation	145,629	109,222	62,373	62,373	43%
Total Unit: Development Compliance	91,680	68,760	22,284	22,284	24%
Land Use					
2 - Expenses	715,679	536,759	481,886	481,886	67%
3 - Transfer / Overhead Allocation	0	0	263	263	0%
Total Unit: Land Use	715,679	536,759	482,149	482,149	67%
Development Assessment					
1 - Revenues	(2,150,500)	(1,612,875)	(912,071)	(912,071)	42%
2 - Expenses	1,593,539	1,195,154	967,126	967,126	61%
3 - Transfer / Overhead Allocation	34,850	26,138	19,934	19,934	57%
Total Unit: Development Assessment	(522,111)	(391,583)	74,988	74,988	-14%
Grand Total:	1,341,855	1,006,391	1,106,997	1,106,997	82%

10 NOTICES OF MOTION

Nil

11 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.

12 CLOSURE OF MEETING