



PLANNING & DEVELOPMENT COMMITTEE MEETING

AGENDA

26 MARCH 2014

Your attendance is required at a meeting of the Planning & Development Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 26 March 2014 commencing at 10:00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", written over a horizontal line.

CHIEF EXECUTIVE OFFICER
19 March 2014

Next Meeting Date: 09.04.14

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 R Rutherford
Councillor S J Schwarten
Councillor A P Williams

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence for the meeting was previously granted to Councillor Rose Swadling.

Leave of Absence for the meeting was previously granted to Councillor Greg Belz.

Councillor Neil Fisher has tendered his apology and will not be in attendance.

Councillor Ellen Smith has tendered her apology and will not be in attendance.

4 CONFIRMATION OF MINUTES

Minutes of the Planning & Development Committee held 12 March 2014

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR PLANNING AND DEVELOPMENT COMMITTEE

File No: 10097

Attachments: 1. Business Outstanding Table for Planning and Development Committee

Responsible Officer: Evan Pardon - Chief Executive Officer

Author: Evan Pardon - Chief Executive Officer

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 Development Committee is presented for Councillors' information.

OFFICER'S RECOMMENDATION

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

BUSINESS OUTSTANDING TABLE FOR PLANNING AND DEVELOPMENT COMMITTEE

Business Outstanding Table for Planning and Development Committee

Meeting Date: 26 March 2014

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
12 March 2014	Development Assessment of Levees	<p>THAT a submission be made to the Minister administering the <i>Water Act 2000</i> nominating the State to be the assessment manager for levees and outlining the concerns Council has with the proposed regime for assessment of assessable levees.</p>	Tarnya Fitzgibbon	26/03/2014	

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 D/329-2013 REQUEST FOR A NEGOTIATED ADOPTED INFRASTRUCTURE CHARGES NOTICE FOR A MATERIAL CHANGE OF USE FOR AN ACCOMMODATION BUILDING (SEVENTEEN UNITS)

File No:	D/329-2013
Attachments:	1. Locality Plan 2. Existing Sewer Infrastructure on Site 3. Trunk Sewerage Network Map 4. Trunk Stormwater Network Map
Responsible Officer:	Tarnya Fitzgibbon - Coordinator Development Assessment Robert Holmes - General Manager Regional Services
Author:	Rebecca De Vries - Senior Planning Officer

SUMMARY

<i>Development Application Number:</i>	<i>D/329-2013</i>
<i>Applicant:</i>	<i>JN Palmer</i>
<i>Real Property Address:</i>	<i>Lot 8 and Lot 9 on RP603210, Parish of Rockhampton</i>
<i>Common Property Address:</i>	<i>106 Gladstone Road and 2 Larnach Street, Allenstown</i>
<i>Area of Site:</i>	<i>876 square metres</i>
<i>Planning Scheme:</i>	<i>Rockhampton City Plan 2005</i>
<i>Rockhampton City Plan Area:</i>	<i>South Rockhampton Highway Commercial Area</i>
<i>Existing Development:</i>	<i>A single dwelling house on each lot</i>
<i>Existing Approvals:</i>	<i>Nil</i>
<i>Approval Sought:</i>	<i>Development Permit for a Material Change of Use for an Accommodation Building (seventeen units)</i>
<i>Level of Assessment:</i>	<i>Impact Assessable</i>
<i>Submissions:</i>	<i>Two properly made submissions; and one not properly made submission</i>
<i>Referral Agency(s):</i>	<i>Department of Transport and Main Roads</i>
<i>Adopted Infrastructure Charges Area:</i>	<i>Charge Area 1</i>

OFFICER'S RECOMMENDATION

THAT in relation to the request for a Negotiated Adopted Infrastructure Charges Notice for Development Permit D/329-2013, made by Flinders Group Pty Ltd, on behalf of JN Palmer on land described as Lot 8 on RP603210 and Lot 9 on RP603210, Parish of Rockhampton, located at 106 Gladstone Road and 2 Larnach Street, Allenstown, Council resolves that:

1. The Adopted Infrastructure Charges Notice issued on 16 December 2013 remains unchanged.

BACKGROUND

At its meeting of 10 December 2013, Council approved a Development Application for a Material Change of Use for an Accommodation Building (seventeen units) over Lot 8 on

RP603210 and Lot 9 on RP603210, Parish of Rockhampton, located at 106 Gladstone Road and 2 Larnach Street, Allenstown (Development Permit D/329-2013). Council also issued a corresponding Adopted Infrastructure Charges Notice to the amount of \$102,500.00.

The applicant seeks to reduce the charge amount and has therefore made representations in accordance with Section 677 of the *Sustainable Planning Act 2009* for a Negotiated Infrastructure Charges Notice.

PROPOSAL IN DETAIL

The proposal is for a double storey accommodation building comprising seventeen (17) units. Four (4) units, a reception area and eighteen (18) parking spaces will be located on the ground level and thirteen (13) units will be located on the second level. Each room will contain a bathroom and kitchenette. Access will be obtained from Larnach Street with the reception area located near the access to the site. Pedestrian access can be gained from Gladstone Road and Larnach Street. Emergency service access will also be available from Margaret Lane.

SITE AND LOCALITY

The subject site is relatively flat and accommodates a single house on each allotment. The site is bound by two allotments to the east and west and fronts three different roads due to its irregular shape. The site abuts Gladstone Road (which is a State-controlled road) on the eastern boundary, Margaret Lane on the northern boundary and Larnach Street on the southern boundary. Access to the two sites is currently obtained from Larnach Street and Margaret Lane.

The surrounding area is typically dominated by commercial uses which rely on highway exposure and include motels situated to the north and south of the site as well as a variety of retail and industrial uses. Adjoining the site to the west are typically single residential dwellings on individual allotments. Allenstown State School is north of the site, as is the Allenstown Shopping Centre.

PLANNING ASSESSMENT

TOWN PLANNING COMMENTS

The applicant has requested a Negotiated Infrastructure Charges Notice in accordance with section 677 of the *Sustainable Planning Act 2009*.

Council's Adopted Infrastructure Charges Notice issued on 16 December 2013 states:

*"The contribution required to be paid is **\$102,500.00**. This charge will be indexed in line with Consumer Price Index on an annual basis."*

Council's Adopted Infrastructure Charges Resolution (No.2) 2012 for residential development applies to the application as it falls within Charge Area 1. A charge of \$144,500.00 is applicable for seventeen single bedroom units. However, the development was also granted a credit of \$42,000.00 for the existing allotments, bringing the total charge payable to **\$102,500.00**. This was reflected in an Adopted Infrastructure Charges Notice for the development.

The applicant has outlined their position in their representations to Council, arguing that:

- Council's current location of sewerage infrastructure through the site has limited the opportunities to capitalise on development of the land. For the development to be achieved, the sewerage infrastructure was required to be relocated to the road reserve. The applicant argues that the relocation of sewer will result in a significant upgrade to Council's infrastructure network and the associated cost of works should be offset from the charges.
- The findings of the Stormwater Management Plan indicate no worsening of stormwater quantity or quality as a result of the proposed development. Therefore, the development will not increase the burden on Council's stormwater infrastructure network and no charge should be applied for the stormwater network.

In response to the applicant's request, it is recognised that the works highlighted by the applicant are a result of the development and are not identified as trunk infrastructure. Further, the works are not identified as being required to benefit any other site. The infrastructure provision will be solely for the benefit of the development site.

If Council was to consider an offset for works which are not trunk infrastructure, Council sets a precarious precedent for all future development applications to be eligible for offsets which will result in a substantial loss to the revenue required to maintain Council infrastructure.

It is a statutory requirement for an Adopted Infrastructure Charges Notice to be issued in accordance with Council's Adopted Infrastructure Charges Resolution. The above representations made by the applicant are in relation to infrastructure which is required to service the development. Accordingly, it is not considered that there are any grounds on which to negotiate the charges which are applied in accordance with the Adopted Infrastructure Charges Resolution No. 2.

CONCLUSION

The representations made by Flinders Group on behalf of JN Palmer have been assessed and taken into consideration when making the recommendation as detailed above. It is considered that there are no grounds to support a Negotiated Adopted Infrastructure Charges Notice being issued and that the charges applied to the development are relevant and are to remain unchanged.

**D/329-2013 REQUEST FOR A
NEGOTIATED ADOPTED
INFRASTRUCTURE CHARGES NOTICE
FOR A MATERIAL CHANGE OF USE
FOR AN ACCOMMODATION BUILDING
(SEVENTEEN UNITS)**

Locality Plan

Meeting Date: 26 March 2014

Attachment No: 1



**D/329-2013 REQUEST FOR A
NEGOTIATED ADOPTED
INFRASTRUCTURE CHARGES NOTICE
FOR A MATERIAL CHANGE OF USE
FOR AN ACCOMMODATION BUILDING
(SEVENTEEN UNITS)**

Existing Sewer Infrastructure on Site

Meeting Date: 26 March 2014

Attachment No: 2

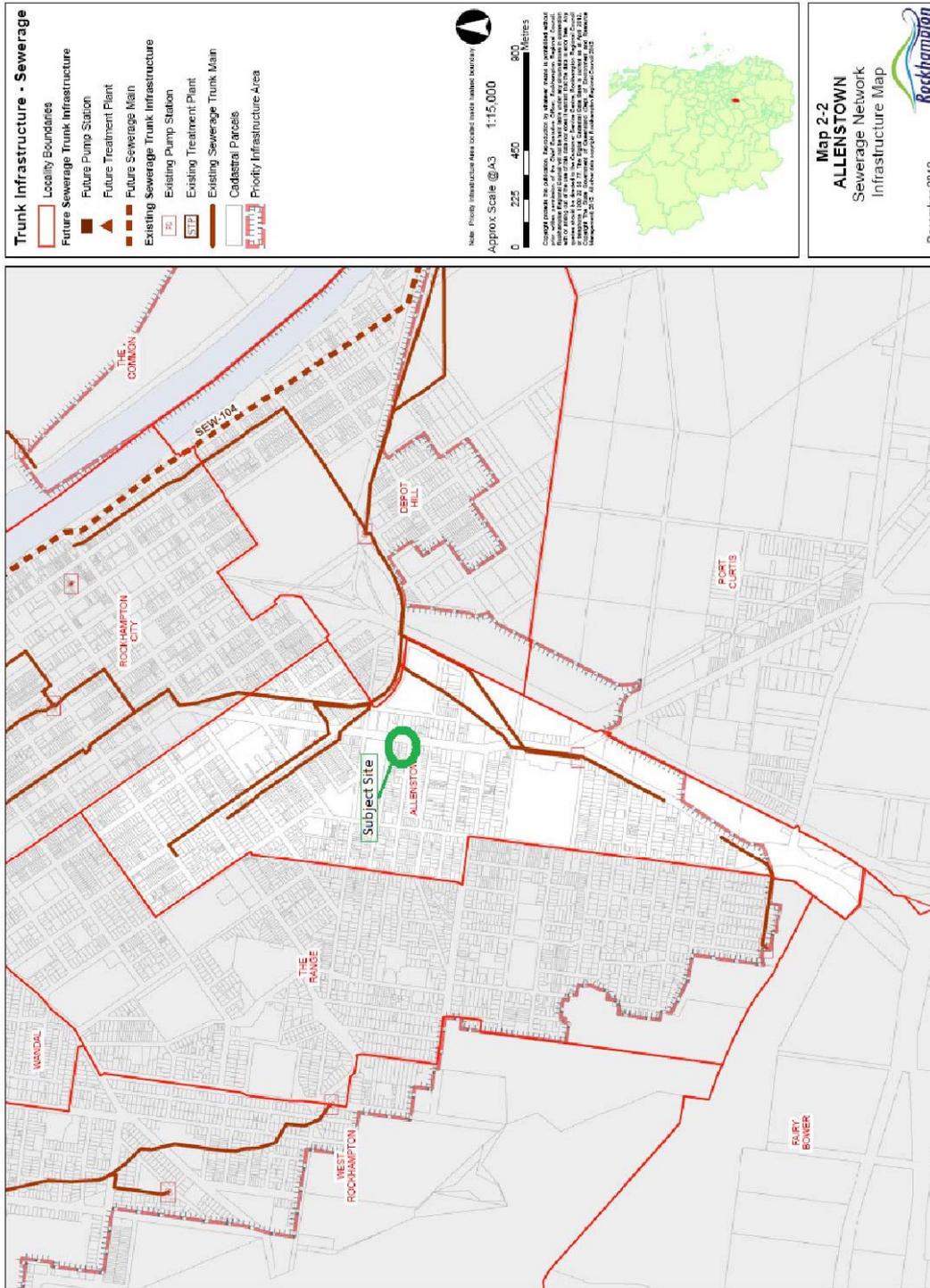


**D/329-2013 REQUEST FOR A
NEGOTIATED ADOPTED
INFRASTRUCTURE CHARGES NOTICE
FOR A MATERIAL CHANGE OF USE
FOR AN ACCOMMODATION BUILDING
(SEVENTEEN UNITS)**

Trunk Sewerage Network Map

Meeting Date: 26 March 2014

Attachment No: 3

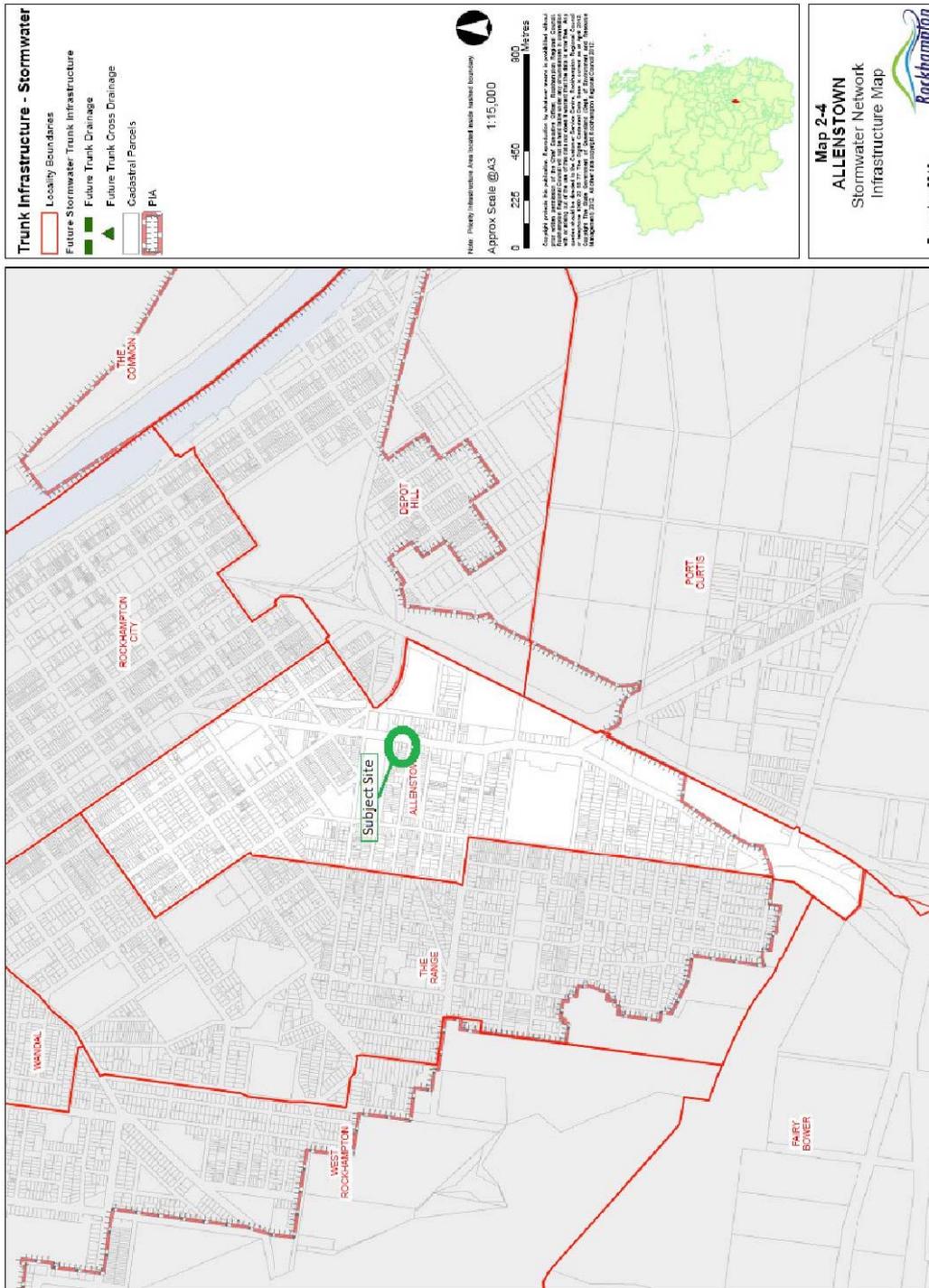


**D/329-2013 REQUEST FOR A
NEGOTIATED ADOPTED
INFRASTRUCTURE CHARGES NOTICE
FOR A MATERIAL CHANGE OF USE
FOR AN ACCOMMODATION BUILDING
(SEVENTEEN UNITS)**

Trunk Stormwater Network Map

Meeting Date: 26 March 2014

Attachment No: 4



8.2 D/600-2013 DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE FOR A KENNEL

File No: D/600-2013

Attachments:

1. Locality Plan
2. Contour & Site Detail Plan

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Robert Holmes - General Manager Regional Services

Author: Rebecca De Vries - Senior Planning Officer

SUMMARY

Development Application Number: D/600-2013

Applicant: Angelina Pascoe

Real Property Address: Lot 2 on LN972, Parish of Limestone

Common Property Address: 5 Shannen Road, Dalma

Area of Site: 1.477 hectares

Planning Scheme: Fitzroy Shire Planning Scheme 2005

Planning Scheme Zoning: Rural

Planning Scheme Overlays: Bushfire Low Hazard; and Agricultural Land Class B

Existing Development: Dwelling House and ancillary structures

Existing Approvals: Nil

Approval Sought: Development Permit for a Material Change of Use for a Kennel

Level of Assessment: Impact Assessable

Submissions: One not properly made submission

Referral Agency(s): Not Applicable

Adopted Infrastructure Charges Area: Charge Area 3

Application Progress:

<i>Application Lodged:</i>	20 December 2013
<i>Acknowledgement Notice sent:</i>	13 January 2014
<i>No Further Information required sent:</i>	15 January 2014
<i>Submission period commenced:</i>	11 February 2014
<i>Submission period end:</i>	4 March 2014
<i>Notice of compliance received:</i>	5 March 2014
<i>Statutory due determination date:</i>	2 April 2014

OFFICER'S RECOMMENDATION**RECOMMENDATION A**

THAT in relation to the application for a Development Permit for a Material Change of Use for a Kennel, made by Angelina Pascoe, on Lot 2 on LN972, Parish of Limestone, located at

5 Shannen Road, Dalma, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 The Developer is responsible for ensuring compliance with this approval and the Conditions of the approval by an employee, agent, contractor or invitee of the Developer.
- 1.2 Where these Conditions refer to “Council” in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.
- 1.4 All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of the use, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with its purposes:
 - 1.5.1 Building Works.
- 1.6 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.
- 1.7 All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

2.0 APPROVED PLANS AND DOCUMENTS

- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

<u>Plan/Document Name</u>	<u>Reference</u>	<u>Dated</u>
Dog Breeding Kennel Application at Lot 2 on CPLN972, No.2001 Stanwell-Waroula Road, Dalma	No reference	Undated
Contour and Site Detail Plan	No reference	January 2014
Undercover Whelping Kennel Cross Section	No reference	November 2012
Puppy Yard Cross Section	No reference	November 2012
Adult Dog Kennels Cross Section	No reference	October 2013

- 2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the submission of a Development Application for Building Works.

3.0 ROOF AND ALLOTMENT DRAINAGE WORKS

- 3.1 All roof and allotment drainage must be in accordance with the requirements of the *Queensland Urban Drainage Manual* and the *Capricorn Municipal Development Guidelines*.
- 3.2 All roof and allotment drainage must be discharged such that it does not restrict,

impair or change the natural flow of runoff water or cause a nuisance to adjoining properties or infrastructure.

4.0 SITE WORKS

4.1 Any vegetation cleared or removed must be:

(i) mulched on-site and utilised on-site for landscaping purposes, in accordance with the landscaping plan approved by Council; or

(ii) removed for disposal at a location approved by Council;

within sixty (60) days of clearing. Any vegetation removed must not be burnt.

5.0 BUILDING WORKS

5.1 The development is restricted to the construction and use of:

5.1.1 six (6) kennels which can each contain a maximum of three (3) dogs with minimum dimensions of three (3) metres by seven (7) metres and a height of 2.1 metres;

5.1.2 three (3) puppy yards with minimum dimensions 4.5 metres with a total area of 42 square metres;

5.1.3 three (3) whelping boxes with minimum dimensions of two (2) metres by nine (9) metres; and

5.1.4 three (3) temporary accommodation kennels, which each contain up to one (1) dog and has minimum dimensions of three (3) metres by two (2) metres and a height of 2.1 metres;

in accordance with the approved plans (refer to condition 2.1).

5.2 All structures must be located a minimum of thirty (30) metres from the adjacent creek.

5.3 A dog proof fence must be constructed around the entire boundary.

5.4 Noise from the activity must not cause an environmental nuisance.

5.5 When requested by the administering authority, noise monitoring must be undertaken and recorded to investigate any complaint of nuisance caused by noise. The monitoring data, an analysis of the data and a report, including noise mitigation measures, must be provided to the administering authority within fourteen days of the completion of the investigation.

5.6 Noise measurements must be compared with the acoustic quality objectives specified in the most recent edition of the Environmental Protection (Noise) Policy and noise monitoring conducted in accordance with the most recent edition of Department of Environment and Heritage Protection Noise Measurement Manual.

5.7 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with '*Australian Standard AS4282 – Control of the obtrusive effects of outdoor lighting*'.

6.0 ASSET MANAGEMENT

6.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be at full cost to the Developer.

6.2 Any damage to existing kerb and channel, pathway or roadway (including removal of concrete slurry from public land, pathway, roads, kerb and channel and stormwater gullies and drainage lines) which may occur during any works carried out in association with the approved development must be repaired. This must include the reinstatement of the existing traffic signs and pavement markings which may have

been removed.

7.0 OPERATING PROCEDURES

- 7.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted in Stanwell-Waroula Road or Shannen Road.
- 7.2 Odour and visible contaminants, including but not limited to dust, fumes, smoke, aerosols, overspray or particulates, must not be released to the environment in a manner that will cause environmental nuisance or harm.
- 7.3 Waste water shall not be released to stormwater, groundwater or discharged to creeks, rivers, lakes or other water bodies. Town water that has not been contaminated in any form may be permitted to enter the stormwater system.
- 7.4 Where waste is a contaminant it must not be released to the environment, stored, transferred or disposed of in such a manner that it will or may cause environmental harm or nuisance.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

(iii) It is advised that under Section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal Cultural Heritage legislation. The information on Aboriginal Cultural Heritage is available on the Department of Aboriginal and Torres Strait Islander and Multicultural Affairs website: www.datsima.qld.gov.au.

NOTE 2. Asbestos Removal

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

NOTE 3. General Environmental Duty

General environmental duty under the *Environmental Protection Act* prohibits unlawful environmental nuisance caused by noise, aerosols, particles dust, ash, fumes, light, odour or smoke beyond the boundaries of the property during all stages of the development including earthworks, construction and operation.

NOTE 4. General Safety Of Public During Construction

The *Workplace Health and Safety Act* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

RECOMMENDATION B

That in relation to the application for a Development Permit for a Material Change of Use for a Kennel, made by Angelina Pascoe, on Lot 2 on LN972, Parish of Limestone, located at 5 Shannen Road, Dalma, Council resolves not to issue an Adopted Infrastructure Charges Notice.

BACKGROUND**PROPOSAL IN DETAIL**

The proposed development is to establish a kennel for breeding and boarding of dogs. The proposal involves constructing:

- six kennels which can each contain a maximum of three dogs with minimum dimensions of three metres by seven metres and a height of 2.1 metres;
- three puppy yards with minimum dimensions of 4.5 metres with a gross floor area of 42 square metres and a height of 2.1 metres;
- three whelping boxes with minimum dimensions of two metres by nine metres and a height of 2.1 metres; and
- three temporary accommodation kennels for quarantine, which each contain up to one dog and has minimum dimensions of three metres by two metres.

The structures for accommodating the animals are dispersed throughout the property and are located at least fifty metres from any boundary in each instance.

SITE AND LOCALITY

The site was formerly used as a school and has since been converted to a house and ancillary structures. The site is located in a rural area with sparse vegetation. There are scattered trees throughout the site; however the remainder of the site is predominantly grassed.

The site obtains access to Stanwell-Waroula Road which is a rural standard road. The surrounding area typically contains an individual house on each lot associated with an agricultural use, either cattle grazing or small scale sorghum, sunflower farming. The closest dwelling to the site is approximately 400 metres to the north-west. A small creek runs north-south on the adjoining property to the west.

PLANNING ASSESSMENT**MATTERS FOR CONSIDERATION**

This application has been assessed by relevant Council planning, engineering, environmental health, and other technical officers as required. The assessment has been in accordance with the Integrated Development Assessment System provisions of the *Sustainable Planning Act 2009*, based on consideration of the relevant State Planning Policies; State Government guidelines; the Council's Town Planning Scheme, Planning Policies and other general policies and procedures, as well as other documents as considered relevant.

Infrastructure Operations Unit's Comments – 9 January 2014

Support, subject to conditions.

Infrastructure Operations Unit's (sewer and water) Comments – 8 January 2014

Support, subject to conditions.

Public and Environmental Health Comments – 8 January 2014

Support, subject to conditions.

Other Staff Technical Comments

Not Applicable. The application was not referred to any other staff.

TOWN PLANNING COMMENTS**Central Queensland Regional Plan 2013**

The Central Queensland Regional Plan is a statutory document which came into effect on 18 October 2013. The development is not required to be assessed against the regional plan as

this document is appropriately reflected in the local planning scheme. It is considered that the regional plan is appropriately reflected in the current local planning scheme.

State Planning Policy 2013

This policy came into effect on 2 December 2013 and replaced all former State Planning Policies. This policy requires development applications to be assessed against its requirements until the identified state interests have been appropriately reflected in the local planning scheme.

Mining and extractive resources

Not Applicable.

Biodiversity

Not Applicable.

Coastal environment

Not Applicable.

Water quality

Not Applicable.

Emissions and hazardous activities

Not Applicable.

Natural hazards

Not Applicable.

State transport infrastructure

Not Applicable.

Strategic airports and aviation facilities

Not Applicable.

Fitzroy Shire Planning Scheme 2005

Rural Zone Code

The purpose of the Rural Zone Code is to achieve the following overall outcomes, specific to identified Areas, and in the Rural Zone generally:

*(b) The overall outcomes sought for **all Rural Zoned land** are;*

- (i) Agriculture and grazing purposes, dominate the land uses within the Zone;*
- (ii) Land is provided with rural standard services;*
- (iii) Rural character, including rural and agricultural landscapes, is protected;*
- (iv) Overall water quality is maintained and enhanced where possible by the protection of natural features such as watercourses, soil landscapes and native vegetation and the spread or increase of weeds and pest animals is prevented;*
- (v) Intensive agriculture and intensive animal husbandry uses locate in the Zone, provided that it is demonstrated through the application process that both on-site and off-site impacts of the development are managed so as not to pose a risk to the natural environment;*
- (vi) Those Rural Uses which have significant smell, noise or other impacts are located away from towns and villages to protect the amenity of those towns and villages; and*
- (vii) Some non-rural uses such as recreational based uses, home based businesses, home host accommodation, educational or tourism related uses of a low intensity*

and scale, and mining and extractive industry uses occur within the Zone where the Specific Outcomes are met.

This application is consistent with the overall outcomes sought for the Rural Zone. The proposal is for a rural use which is not located in proximity to any other dwelling or use which would be affected by any impacts generated by a kennel. The nearest dwelling is located approximately 400 metres from the site which is a suitable distance to mitigate any impacts which may be generated from the use.

Fitzroy Shire Council Planning Scheme Codes

The following codes are applicable to this application:

- Rural Zone Code;
- Animals Code;
- Economic Resources Overlay Code;
- Natural Disasters Code; and
- Development Standards Code.

An assessment has been made against the requirement of the abovementioned codes and the proposed use complies with all Specific Outcomes.

INFRASTRUCTURE CHARGES

Adopted Infrastructure Charges Resolution (No.3) 2014 for non-residential development applies to the application and it falls within Charge Area 3. The Adopted Infrastructure Charges are as follows:

Column 1 Use Schedule	Column 2 Charge Area	Column 3 Adopted Infrastructure Charge		Column 4 Adopted Infrastructure Charge for stormwater network		Calculated Charge
		(\$)	Unit	(\$)	Unit	
Specialised uses	All Areas	Decided by the local government at time of assessment as per section 4.2 (iii)				

The proposal is defined as a Specialised Use under the Adopted Infrastructure Charges Resolution (No.3) 2014. The proposed development is comparable to the impacts which would be generated by either a Home Based Business or a Low Impact Rural Use, both of which have nil charge applied under the resolution. In this instance it is considered that nil charge will apply to this development subject to conditions which restrict the operation of the use. The conditions will be applied to reflect the intensity of the operation which has been proposed by the applicant.

CONSULTATION

The proposal was the subject of public notification between 11 February 2014 and 4 March 2014, as per the requirements of the *Sustainable Planning Act 2009*, and one not properly made submission was received.

The following is a summary of the submission lodged, with Council officer comments:

Issue	Officer Comment
The development will have a negative impact on the community. The Dalma area is a quiet farming / grazing community.	The use of a kennel is consistent with the intent of a rural area. Conditions have been recommended to aid in maintenance of the amenity for the area, including conditions relating to noise.

Issue	Officer Comment
The site is zoned rural residential	The site is not zoned rural residential. The site is zoned rural.
Noise from the use causes a nuisance.	A council officer drove past this site on two separate occasions with a month apart between each visit. It was noted that there was no noise generated from dogs at either of these visits. Conditions have also been recommended to manage noise impacts upon approval.
Fear of dog attacks.	A condition has been imposed for a dog proof fence to be constructed around the entire property. The plans recommended for approval show that the kennels will also be constructed in a manner where the animals will be contained. It is not anticipated that there will be any dog attacks as a result of the use.

REFERRALS

No referral agencies were triggered by the proposed development.

CONCLUSION

The proposed development is considered consistent with the relevant statutory documents, Rural Zone and codes under the *Fitzroy Shire Planning Scheme 2005*. It is located on a site which is suited to the proposed development and is not anticipated to have any adverse impacts on the surrounding uses. The development is therefore recommended for approval subject to conditions outlined below.

**D/600-2013 DEVELOPMENT
APPLICATION FOR MATERIAL
CHANGE OF USE FOR A KENNEL**

Locality Plan

Meeting Date: 26 March 2014

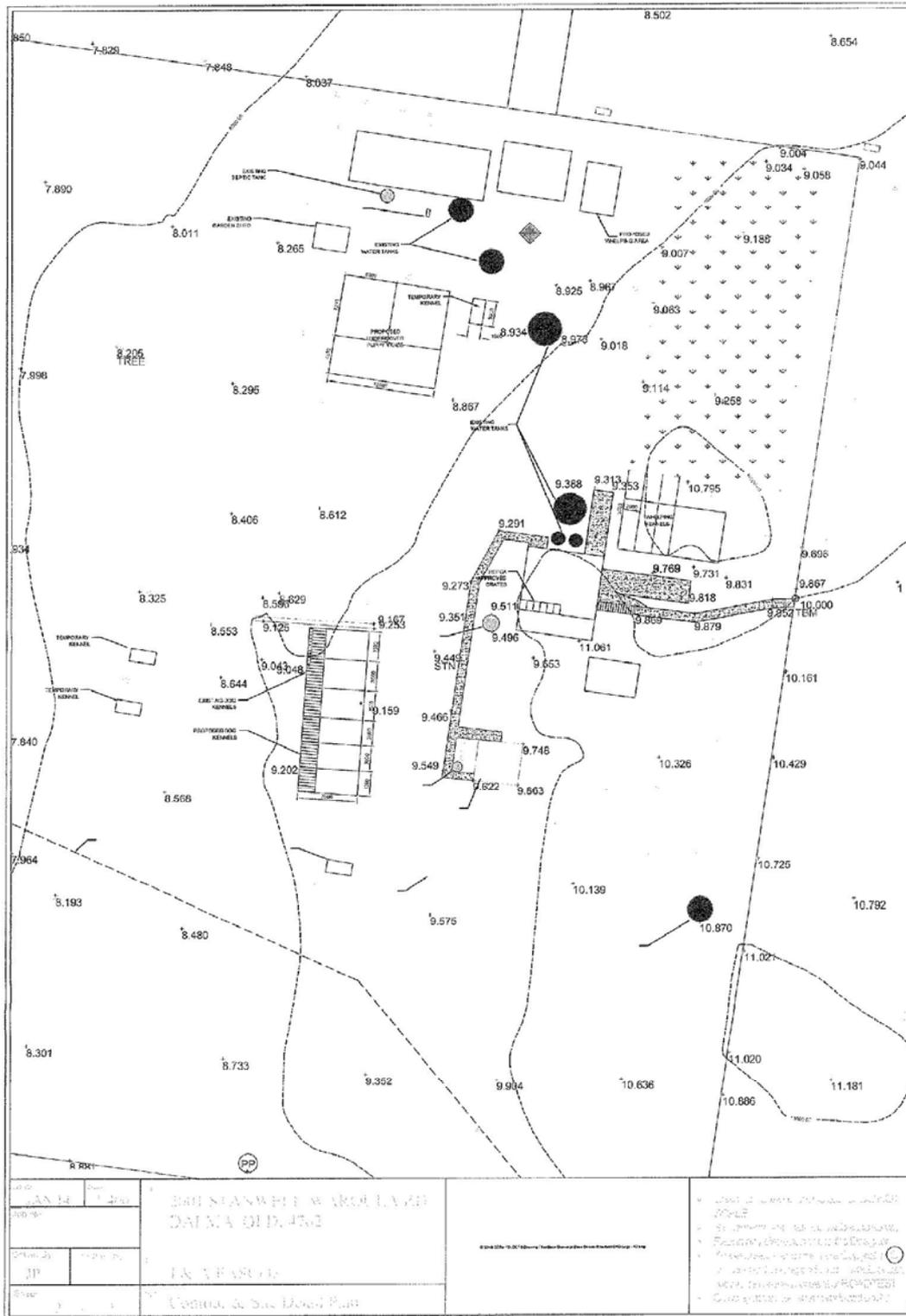
Attachment No: 1

**D/600-2013 DEVELOPMENT
APPLICATION FOR MATERIAL
CHANGE OF USE FOR A KENNEL**

Contour & Site Detail Plan

Meeting Date: 26 March 2014

Attachment No: 2



<table border="1"> <tr> <td>PLAN NO.</td> <td>1/2014</td> </tr> <tr> <td>DATE</td> <td>1/2014</td> </tr> <tr> <td>SCALE</td> <td>1:100</td> </tr> <tr> <td>BY</td> <td>JP</td> </tr> <tr> <td>CHECKED</td> <td></td> </tr> <tr> <td>DATE</td> <td></td> </tr> </table>	PLAN NO.	1/2014	DATE	1/2014	SCALE	1:100	BY	JP	CHECKED		DATE		<p>BRU STANWELL W/ AGRICULTURE DAINA OUDJANI</p> <p>IN A PART</p> <p>CONTR. & SURVEY PLAN</p>	<p>1. This is a preliminary plan and should not be used for any other purpose.</p> <p>2. It is intended to be used for the purpose of the project only.</p> <p>3. The plan is subject to the approval of the Council.</p> <p>4. The plan is subject to the approval of the Council.</p> <p>5. The plan is subject to the approval of the Council.</p> <p>6. The plan is subject to the approval of the Council.</p>
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8.3 D/291-2013 REQUEST FOR A NEGOTIATED ADOPTED INFRASTRUCTURE CHARGES NOTICE FOR A DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE FOR A MAJOR SHOPPING OUTLET AND OPERATIONAL WORKS FOR ADVERTISING SIGNS

File No: D/291-2013

Attachments: 1. Locality Plan
2. Site Plan

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Robert Holmes - General Manager Regional Services

Author: Rebecca De Vries - Senior Planning Officer

SUMMARY

Development Application Number: D/291-2013

Applicant: Croakybill Limited

Real Property Address: Lot 101 and Lot 102 on SP252937, Parish of Murchison

Common Property Address: Lot 101 and Lot 102 Springfield Drive, Norman Gardens

Area of Site: 4.45 hectares

Planning Scheme: Rockhampton City Plan 2005

Rockhampton City Plan Area: Norman Road Residential Area

Existing Development: Vacant

Existing Approvals: D/252-2011 Development Permit for Reconfiguring a Lot (one lot into thirty-five lots)

Approval Sought: Development Permit for a Material Change of Use for a Major Shopping Outlet and Operational Works for Advertising Signs

Level of Assessment: Impact Assessable

Submissions: Three properly made submissions; and
Two not properly made submissions

Referral Agency(s): Nil

Adopted Infrastructure Charges Area: Charge Area 1

OFFICER'S RECOMMENDATION

THAT in relation to the request for a Negotiated Adopted Infrastructure Charges Notice for Development Permit D/291-2013, made by Flinders Group Pty Ltd, on behalf of Croakybill Limited on land described as Lot 101 and Lot 102 on SP252937, Parish of Murchison, and located at Lot 101 and Lot 102 Springfield Drive, Norman Gardens, Council resolves that:

1. The Adopted Infrastructure Charges Notice issued on 17 December 2013 remains unchanged.

BACKGROUND

At its meeting of 10 December 2013, Council approved a Development Application for a Material Change of Use for a Major Shopping Outlet and Operational Works for Advertising Signs over Lot 101 and Lot 102 on SP252937, Parish of Murchison, located at Lot 101 and Lot 102 Springfield Drive, Norman Gardens (Development Permit D/291-2013). Council also

issued a corresponding Adopted Infrastructure Charges Notice for the amount of \$721,000.00.

The applicant seeks to reduce the charge amount and has therefore made representations in accordance with Section 677 of the *Sustainable Planning Act 2009* for a Negotiated Infrastructure Charges Notice.

PROPOSAL IN DETAIL

The proposal is for a new shopping complex with a supermarket of 2,000 square metres, specialty shops allocated a further 1,050 square metres of gross floor area, and a fast food restaurant allocated 400 square meters. The development has a total gross floor area of 3,450 square metres. The development is proposed to be a single storey in height and will have the façade of the shops facing into the parking areas.

SITE AND LOCALITY

The subject site has a total site area of 4.45 hectares. The site has frontage to Norman Road and Nagel Drive. To the north and east of the site is an existing approval for reconfiguring a lot which is being undertaken by the same developer. The subdivision will result in residential sized allotments intended for development with individual houses. Further to the south of the subject site are residential houses.

To the west of the subject site is the Central Queensland University which is a Priority Development Area which is able to accommodate an increased residential density. The site is able to be developed in accordance with the *CQU Rockhampton Priority Development Area Development Scheme*.

Further to the north of the site, land has been dedicated to Council for open space and recreation purposes. This open space area is currently unimproved. The subject site is clear of vegetation and is relatively flat.

PLANNING ASSESSMENT

TOWN PLANNING COMMENTS

The applicant has requested a Negotiated Adopted Infrastructure Charges Notice in accordance with section 677 of the *Sustainable Planning Act 2009*.

Council's Adopted Infrastructure Charges Notice issued on 17 December 2013 states:

*"The contribution required to be paid is **\$721,000.00**. This charge may be indexed in line with Consumer Price Index on an annual basis."*

Council's Adopted Infrastructure Charges Resolution (No.2) 2012 for non-residential development applies to the application as it falls within Charge Area 1. A charge of \$742,000 is applicable for the commercial use and the impervious areas servicing the development. However, the development was also granted a credit of \$21,000 for the existing allotment, bringing the total charge payable to **\$721,000.00**. This was reflected in an Adopted Infrastructure Charges Notice for the development.

The applicant has argued in their representations to Council, that the development should be considered in conjunction with Council's current Development Incentives Policy which took effect on 1 December 2013.

For a development to be considered eligible for application of the Development Incentives Policy, it must meet the following criteria:

1. The application must have been received by Council after 1 December 2013; and
2. The development site must be located within the Priority Infrastructure Area; and
3. The Material Change of Use or Building Works must be consistent with the *Rockhampton City Plan 2005*.

Development which does not meet the above criteria is ineligible under this policy and is subject to Council's *Adopted Infrastructure Charges Resolution (No.2) 2012*.

In response to the applicant's request:

The application was lodged on 28 June 2013, prior to the Development Incentives Policy taking effect. Whilst the proposed development is located within the Priority Infrastructure Area, the location of the development is inconsistent with the *Rockhampton Regional Plan 2005*. The development, therefore, does not comply with the eligibility criteria and is not entitled to the incentive in accordance with the Development Incentives Policy.

It is a statutory requirement for an Adopted Infrastructure Charges Notice to be issued in accordance with Council's Adopted Infrastructure Charges Resolution. The above representations made by the applicant are relying upon Council's Development Incentives Policy, where the development has not met the eligibility criteria detailed above. It is not considered that there are any grounds on which to negotiate the charges which are applied in accordance with the *Adopted Infrastructure Charges Resolution No. 2*.

CONCLUSION

The representations made by Flinders Group on behalf of Croakybill Limited have been assessed and taken into consideration when making the recommendation as detailed below. It is considered that there are no grounds to support a Negotiated Adopted Infrastructure Charges Notice being issued and that the charges applied to the development are relevant and are to remain unchanged.

**D/291-2013 REQUEST FOR A
NEGOTIATED ADOPTED
INFRASTRUCTURE CHARGES NOTICE
FOR A DEVELOPMENT PERMIT FOR
MATERIAL CHANGE OF USE FOR A
MAJOR SHOPPING OUTLET AND
OPERATIONAL WORKS FOR
ADVERTISING SIGNS**

Locality Plan

Meeting Date: 26 March 2014

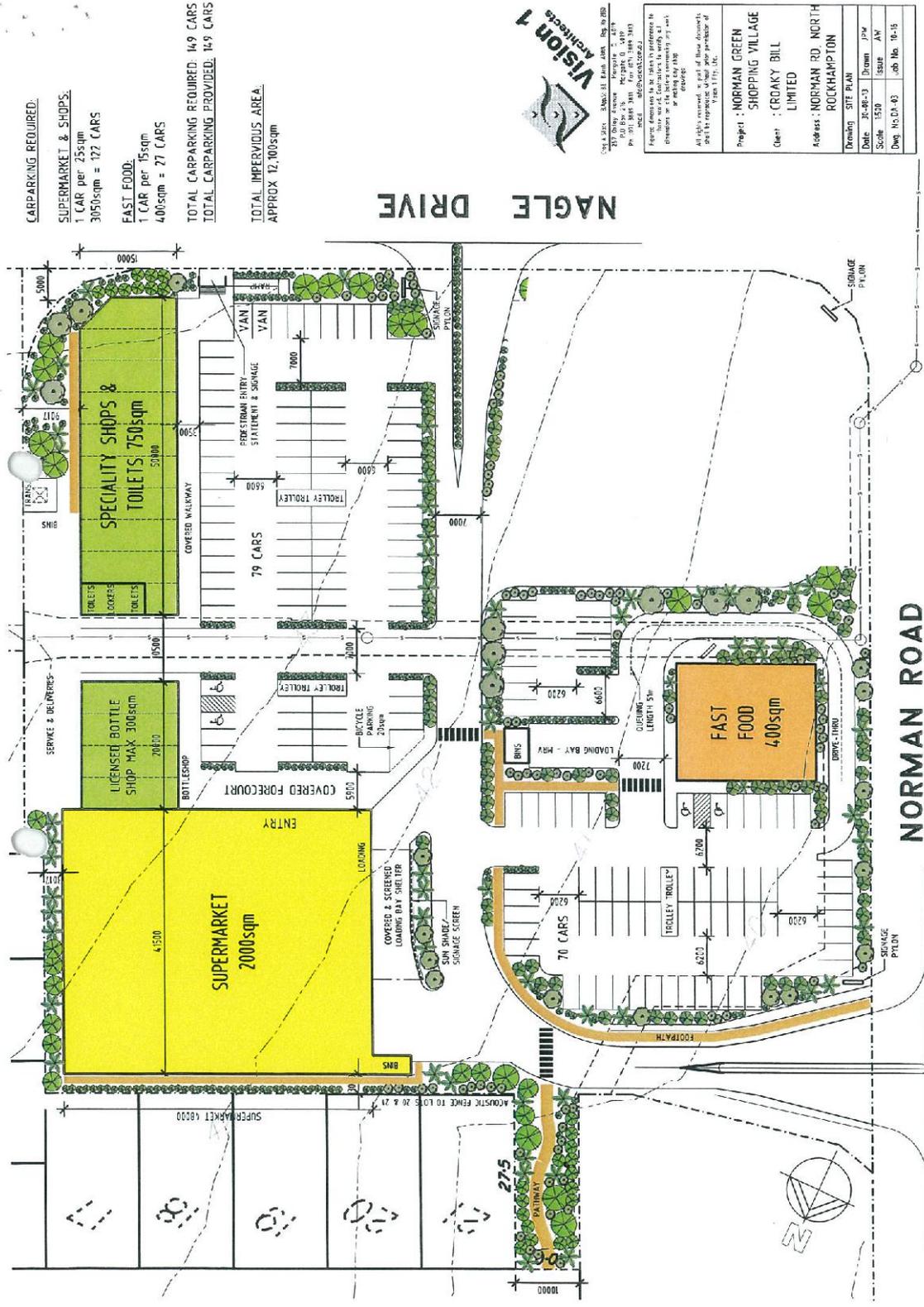
Attachment No: 1

**D/291-2013 REQUEST FOR A
NEGOTIATED ADOPTED
INFRASTRUCTURE CHARGES NOTICE
FOR A DEVELOPMENT PERMIT FOR
MATERIAL CHANGE OF USE FOR A
MAJOR SHOPPING OUTLET AND
OPERATIONAL WORKS FOR
ADVERTISING SIGNS**

Site Plan

Meeting Date: 26 March 2014

Attachment No: 2



8.4 DEVELOPMENT ASSESSMENT INNOVATION PROJECT - ROCKHAMPTON REGIONAL COUNCIL TARGETS FOR IMPROVEMENT

File No: 8037

Attachments: 1. Current State Report Analysis

Authorising Officer: Robert Holmes - General Manager Regional Services

Author: Tarnya Fitzgibbon - Coordinator Development Assessment

SUMMARY

Council participated in the Pilot Development Assessment Innovation Project with the South East Queensland Council of Mayors last year. The actual project has now commenced and based on information provided during the Pilot Project and a recent meeting to ensure the information relates only to Rockhampton Regional Council, Council has received a Current State Analysis Report. Council's Development Assessment Unit is currently rated as Emerging Advanced. Targets for improvement have now been developed based on the Current State Analysis of Council's systems to improve the rating over the next two (2) years to Emerging Premium.

OFFICER'S RECOMMENDATION

THAT the Current State Analysis Report provided by the South East Queensland Council of Mayors and Council's targets for improvement be noted.

BACKGROUND

The aim of the Development Assessment Innovation Project being undertaken by the South East Queensland Council of Mayors is to "expand, advance and implement innovative development assessment business solutions in high growth Councils across Queensland to deliver efficient, comprehensive and streamlined Development Assessment processes."

During the Pilot Project, Council officers were required to complete a questionnaire relating to Council's development assessment processes and the level of stakeholder engagement relating to key performance indicators under the Framework for Leading Practice. There are three levels specified in the Project, which are:

Level	Description
Emerging	Complying with the statutory timeframes under the <i>Sustainable Planning Act 2009</i> .
Advanced	Council has a fast tracked development assessment process for low risk applications and completes processes under the <i>Sustainable Planning Act 2009</i> quicker than the timeframes specified for most applications.
Premium	Council has a fast tracked development assessment process for low risk applications, completes processes under the <i>Sustainable Planning Act 2009</i> within very short timeframes and undertakes extensive stakeholder engagement.

Overall Council's current position is classified as Emerging Advanced. The target position for Council is to be Fully Advanced within a year and Emerging Premium within two (2) years.

Council's rating against the Key Performance Indicator s is:

Key Performance Indicator	Council's current state	Council target for 2016
Business Plan	Emerging Premium	Premium
Workforce Management	Emerging Advanced	Premium
Customer Partnerships	Emerging Advanced	Premium
ePlanning	Emerging Advanced	Premium
Making Applications	Advanced	Premium
Risk Assessment Framework	Essential	Advanced
Internal Referrals	Premium	Premium
Information Requests	Emerging Advanced	Premium
Decision Making	Advanced	Premium
Linking DA to Plan Making	Premium	Premium
Consistency and Collaboration	Emerging Advanced	Premium

The reason why the target for the Risk Assessment Framework is only Advanced is because this Key Performance Indicator involves a certification process to enable third parties to assess and approve operational works including public non-trunk infrastructure, similar to the manner in which private certifiers can approve building works. After analysis of this process by senior planning and engineering officers, it was determined that this process is not currently suitable to be implemented because of potential liability issues for Council, meaning that the target for this Key Performance Indicator is only Advanced and not Premium.

CONCLUSION

A business plan for the Development Assessment Unit is now being prepared, so that Council can reach its target of being Fully Advanced within a year and Emerging Premium within two (2) years.

**DEVELOPMENT ASSESSMENT
INNOVATION PROJECT -
ROCKHAMPTON REGIONAL COUNCIL
TARGETS FOR IMPROVEMENT**

Current State Report Analysis

Meeting Date: 26 March 2014

Attachment No: 1



Glossary of Terms

Accelerated DA	Accelerated DA is a risk-based development assessment process that is often used interchangeably to describe a RiskSmart or FastTrack assessment process (see below for definitions).
Accreditation Framework	An accreditation framework sets out the requirements for accrediting an individual and/or an organisation to act on behalf or undertake a duty for council. This may include the transfer of responsibility for the assessment of nominated development and operational works applications to the accredited party, selected and approved by council.
Accredited Consultant	A consultant that has demonstrated adequate competency to be considered 'accredited' under the criteria of the accreditation framework.
Business Planning	Business Planning is a component of the Reform Roadmap that provides individual councils with the tools to quantify the impacts of business improvements of development assessment.
Commitment to Planning Reform	The Commitment to Planning Reform is a statement that represents a collaborative approach by SEQ councils and peak industry bodies and aims to achieve leading development assessment practice. The Commitment to Planning Reform contains aspirational and tangible targets for planning reform in SEQ.
Complex Application	A Complex Application is a development application that is deemed by council to have high risk and/or complexity that requires careful consideration by specialist officers. It is often in the form of large subdivisions or industrial or commercial developments.
Decision Ready	A development application that includes all of the necessary supporting information and is of a standard that enables councils to make a timely decision. Individual councils will identify the specific supporting information needed to make a development application 'decision ready' (this could be achieved through a variety of means including Application Kits, pre-lodgement processes, checklists, etc.).
FastTrack	FastTrack is a risk-based development assessment process that is used to assess low-risk development applications for specific use types. It is developed based on a risk framework, which is made up of risk criteria in the form of checklists, question sheets and assessment tools. The checklists, questions and tools are usually compiled into one Application Kit, which can then be supported in an online environment. The key difference between FastTrack and RiskSmart is that an Accredited Consultant lodges a RiskSmart application, where a FastTrack application can be lodged by anyone from the general public. The assessment timeframe for a FastTrack application is generally up to 5 business days and may provide incentives such as a rebate or discount.
Framework of Leading Practice	Framework of Leading Practice is a repository of leading practice criteria for Development Assessment (DA). The framework is divided into four key business elements which cover the spectrum of the development assessment business – Manage, Interact, Process, and Strategy.
Low-Risk Development	Development that council assesses that has historically demonstrated a combined low likelihood of issues occurring and a low impact to council or the community if issues post-approval were to occur.
Moderate Application	A Moderate-Risk Application is a development application that council deems to exhibit more risk than a Simple Application and therefore requires additional input within the assessment process. This may include specialist referral (i.e. engineers) or require more consultation with the applicant. A Moderate Application may still be suitable for a streamlined assessment process and decided within 20 or less business days.
Reform Roadmap	Reform Roadmap will provide councils in SEQ the tools required to ensure the successful implementation of the targets and principles of the Planning Reform Charter. The tools provided in the Reform Roadmap are Capability Assessment, Business Planning and Performance Reporting. The Reform Roadmap is a tailored document for each council.

Risk Framework	<p>The acknowledgement of and establishment of a grading system (generally low, medium and high risk) for different types of development (i.e. house, unit, town) for the purposes of more efficient allocation of effort and risk mitigation.</p>
RiskSmart	<p>RiskSmart is a risk-based development assessment process (like FastTrack) that is used to assess low-risk development applications for specific use types. It is developed based on a Risk Framework, which is made up of risk criteria in the form of checklists, question sheets and assessment tools. The checklists, questions and tools are usually compiled into one Application Kit, which can then be supported in an online environment. RiskSmart applications can only be lodged by an Accredited Consultant, which provides council a higher level of certainty that the application meets council requirements. The assessment timeframe for a RiskSmart application is generally up to 5 business days and may provide incentives such as a rebate or discount.</p>
Simple Application	<p>A Simple Application is a decision ready development application that is deemed to be low-risk by council, meaning it has negligible impact on the community and council and/or has risk that council considers manageable. It is code assessable and does not require external referral advice. A simple application would generally be eligible for a 5 business day streamlined assessment process.</p>
Standard Conditions	<p>Conditions that are common to every approval or every type of development approval and generally reflect planning scheme requirements which do not vary considerably from one approval to the next. Standard conditions can be issues based and implement council policy in areas such as built form, land-use and stormwater quality. Conditions need to be specific, measurable, attainable, reasonable, relevant and time bound.</p>

Introduction

Background

The Project

The **Development Assessment Innovation Project** (the DAI Project) will expand, advance and implement innovative development assessment (DA) business solutions in high growth councils across Queensland to deliver efficient, comprehensive and streamlined DA processes.

The DAI Project is a partnership between the LGAQ, Council of Mayors (SEC) and the Queensland Government, and delivery has commenced with 10 SEC councils and a further 9 participating councils across the state, over the next 12 months.

DA Reform Roadmap

It is important to recognise the reform work that has occurred to date and the investment already made by Queensland DA businesses. For example, the **RFJF**, **Regional Reporting Framework**, **Incentive Fund**, **HAF**, **IS – Target 5 Days**, **DAPR**, **DW**, **S – Development Assessment Partnership Process – Operational Works** and **Large Subdivisions Project** are other council introduced initiatives.

Building on this effort, the DAI Project team has prepared a **DA Reform Roadmap** to set the future direction for improvement across the state. The DA Reform Roadmap was developed to help councils understand and determine their desired standards of service, provide tools to measure their current state against leading practice standards and assist councils to plan and set targets for improvement. The Council of Mayors (SEC) established the **Planning Reform Taskforce** (the Taskforce) to support this body of work and this will be continued through the DAI Project.

Framework of Leading Practice

This document should be read in conjunction with the Framework of Leading Practice.

The **Framework of Leading Practice** (the Framework) is one of the initiatives directed by Council of Mayors (SEC) and the Taskforce. It supports councils to undertake leading practice by implementing proven tools and programs.

The Framework forms part of a broader program of works that incorporates a collection of resources that councils can use to assist with their planning reform actions.

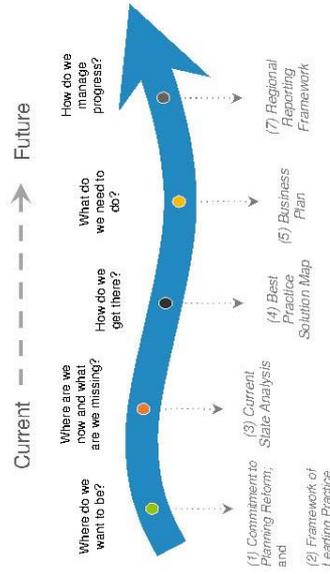
The diagram to the right is referred to as the **Planning Reform Roadmap** and illustrates how the Framework fits into the DA planning reform agenda. The Roadmap demonstrates the stages of planning reform and the associated tools and resources.

The Framework is one of the initial documents in the **Roadmap** and provides a structured approach to outlining the future improvement opportunities for DA businesses in SEC and Queensland more broadly.

The purpose of the Framework is to provide a benchmark for leading practice, drawing on international and domestic methods. Benchmarking ultimately provides an opportunity for councils to assess how they compare with leading practice in DA.

Once a current state position has been established against the Framework, forward planning for reform targets can be set and councils can begin to work towards leading practice through improvement programs and activities.

Reform Road Map



How to Read this Report

How to use the Framework

The Framework has established criteria for four business elements: Manage, Interact, Process, and Strategy

Each business element has multiple components. For example, the business element 'Manage' has two components: (1a) Business Plan, and (1b) Workforce Management.

Each component has subsequent leading practice measures. There are a total of four business elements, 11 business components and leading practice measures. Councils will undertake an assessment against all 43 leading practice measures.

Benchmarking

The 43 leading practice measures have been developed to provide a set of measures that allows councils to be benchmarked against leading practices. This assessment or benchmarking is compiled in the Current State Analysis reports, which are individually developed and tailored for each council.

Criteria

In order to provide a flexible and applicable framework that can be used across different councils and locations, the reform activities are divided into six levels of criteria. This allows councils to rate their achievement in the future (refer to Table 1).

Point System

In order to provide a snapshot that is representative of these six levels of criteria, a point system has been developed. This allows councils to quantify their gaps and target specific areas. It is also useful at a regional level to facilitate a collaborative effort in problem solving common gaps between councils (refer to Table 1)

Table 1: Criteria

Criteria	Colour Key	Point Thresholds	Explanation
Emerging Essential		0 – 42 points	Exhibits some or no qualities of the Essential criteria.
Fully Essential		43 points	Exhibits all Essential criteria.
Emerging Advanced		44 – 85 points	Exhibits some qualities of the Advanced criteria.
Fully Advanced		86 points	Exhibits all Advanced criteria.
Emerging Premium		87 – 128 points	Exhibits some qualities of the Premium criteria.
Fully Premium		129 points	Exhibits all Premium criteria.

Note: Some Councils may choose to aim for a service other than premium because it may not be justified for its size or rate base.

Current State Assessment Process

The following illustration provides an outline of the assessment methodology:



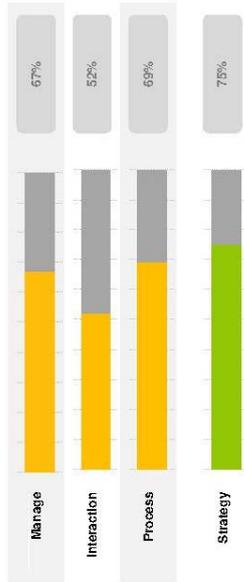
CURRENT STATE DASHBOARD

Current Position: **Emerging Advanced**

Current progress: **65%**

81 / 124

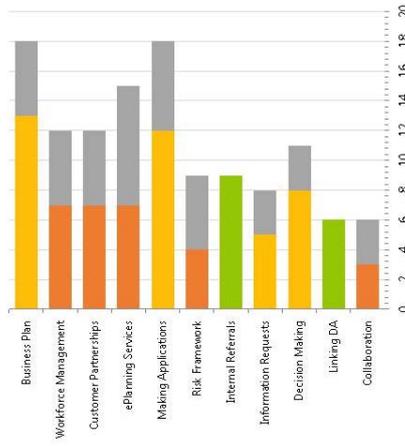
Current State of Business Elements



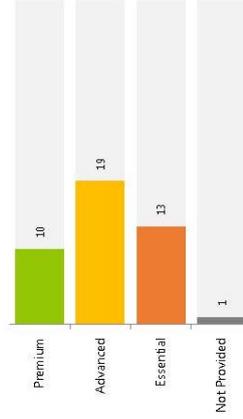
Key Targets



Current State of Business Components



Ratings Distribution (across all business activities)



Key Performance Indicators (KPIs)		SCORE
<p>Purpose: Business planning provides a structured and systematic approach to managing various business elements in the DA branch, including the organisational structure, staff skills, financial and other performance monitoring. It also stretches the business to look beyond the immediate future and to develop strategic goals for the two and three year forecast.</p> <p>Overall Outcome: Holistic business planning has been undertaken for the DA branch to establish strategic goals and activities that are supported by performance objectives with clear and measurable outcomes. The business-planning document sets out a strategy to achieve council's DA functions and responsibilities set out in the council Corporate Plan.</p>		
Key Reform Area	Current State	What is our target?
1. Time taken to Issue Acknowledgement Notice	Premium (30 June 2015)	What are our existing gaps?
2. Time taken to allocate files	Premium	NA
3. Time taken to contact applicant after lodgment	Premium	National Planning Framework Risk Assessment Framework
4. Time to process plan endorsement applications	Advanced	FastTrack & RiskSmart Application Kits Risk Assessment Framework
5. Number of Extensions to Information Requests Period	Premium	COMSEO Plan Endorsement Accreditation Kit
6. Total Processing Time	Premium	COMSEO Regional Performance Reporting Framework COMSEO Regional Performance Reporting Framework



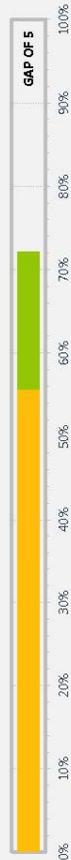
Business Component Overview | Progress and Current Gaps



1.1 Business Plan

Purpose: Business planning provides a structured and systematic approach to managing various business elements in the DA branch, including the organisational structure, staff skills, financial and other performance monitoring. It also stretches the business to look beyond the immediate future and to develop strategic goals for the two and three year forecast.

Overall Outcome: Holistic business planning has been undertaken for the DA branch to establish strategic goals and activities that are supported by performance objectives with clear and measurable outcomes. The business-planning document sets out a strategy to achieve council's DA functions and responsibilities set out in the council Corporate Plan.



Emerging Premium

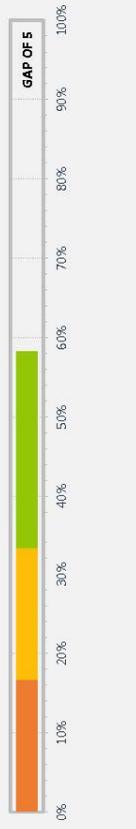
Key Reform Area	Current State	What is our target?	What are our existing gaps?	Solution Map Activities
1. Content and Structure	●●○○	Premium – (1 January 2015)	Develop a comprehensive Business Plan that articulates a vision, strategic goals aligned to the corporate plan, an action plan, measurable KPIs and budget implications.	Development Assessment Business Plan Template
2. Forward Planning	●●○○	Premium – (1 January 2015)	Plans three (3) years ahead in the scheduling and implementation of reform activities and initiatives. Note – the third year provides high level strategic direction plans and visions including aspirational targets.	
3. Stakeholder Input	●●○○	Premium – (31 December 2014)	Stakeholder consultation occurs with all relevant business units and industry stakeholders.	
4. Endorsement	●●●●	Remain Premium	Nil	COMSEQ Council Resolution Template
5. Performance Monitoring	●●○○	Premium – (30 June 2015)	Regular performance monitoring occurs and is against a Regional Performance Reporting Framework and the Framework for Leading Practice.	COMSEQ Regional Performance Reporting Framework
6. Review	●●○○	Premium – (31 December 2015)	Reviews of the Business Plan are undertaken throughout the year ensuring all processes and activities remain relevant and on track to meet implementation timelines.	

1.2 Workforce Management

Emerging Advanced

Purpose: Workforce planning helps an organisation better understand the make-up of the workforce, their skills, capacity and flexibility. Workforce management within the DA business allows for a more dynamic work environment and provides structure around training and enhancing staff performance.

Overall Outcome: Workforce planning is undertaken to guide council to efficiently meet future challenges. Workforce planning will also ensure that workforce resourcing and capability is well aligned to business objectives while also enabling staff professional development.



Key Reform Area	Current State	What is our target?	What are our existing gaps?	Solution Map Activities
7. Workforce Management Plan	<input checked="" type="radio"/>	Premium – (30 June 2015)	Develop a detailed Workforce Management Plan that is tied to business objectives in the Business Plan.	COMSEQ Workforce Management Guide
8. Workforce Flexibility	<input checked="" type="radio"/>	Remain Premium	Nil	COMSEQ Workforce Management Guide
9. Training and Succession Planning	<input checked="" type="radio"/>	Premium – (30 June 2015)	Structured training is made available to staff when required or identified through performance reviews. Education and awareness programs are implemented prior to the roll out of business improvement initiatives and succession and career planning is continually undertaken.	COMSEQ Workforce Management Guide
10. Workload Management	<input checked="" type="radio"/>	Premium – (31 December 2014)	Undertake real-time monitoring of individual workloads and performance supported by individual KPIs and reward and recognition programs.	COMSEQ Workforce Management Guide

2.1 Customer Partnerships

Purpose: Development assessment is a customer-facing business where customers include people or organisations that request a service from the council DA business. This could include the general community, the development industry as well as internal stakeholders. Customer interactions play a critical role in attracting investment through good development and well-managed customer interactions positively promote the DA branch and its business.

Overall Outcome: councils enhance customer relations by understanding different customer groups and specifically tailoring how best to engage with each of these groups. A variety of communication options are made available for customer interaction in the DA business including face-to-face, phone and online services. Accurate, reliable, timely and consistent advice is always provided.



Emerging Advanced

Key Reform Area	Current State	What is our target?	What are our existing gaps?	Solution Map Activities
11. Customer Interface		Premium – (30 June 2015)	Implement a Communication Strategy that: identifies customer profiles, identifies preferred communication methods, offers a range of interactions, communication methods etc.	NA
12. Customer Satisfaction		Premium – (31 December 2014)	Customer Satisfaction Surveys are conducted regularly and are used to continually inform solutions to service improvement. These are to be incorporated into regular reviews of the Business Plan.	COMSEQ Customer Satisfaction Survey Template
13. Customer Service Charter		Premium – (30 June 2015)	Introduce a Customer Service Charter that specifically references the DA Branch. The Charter should have measurable KPIs and be reviewed annually .	NA
14. Industry Engagement		Premium – (31 December 2014)	Hold regular industry focus group sessions.	NA

2.2 ePlanning

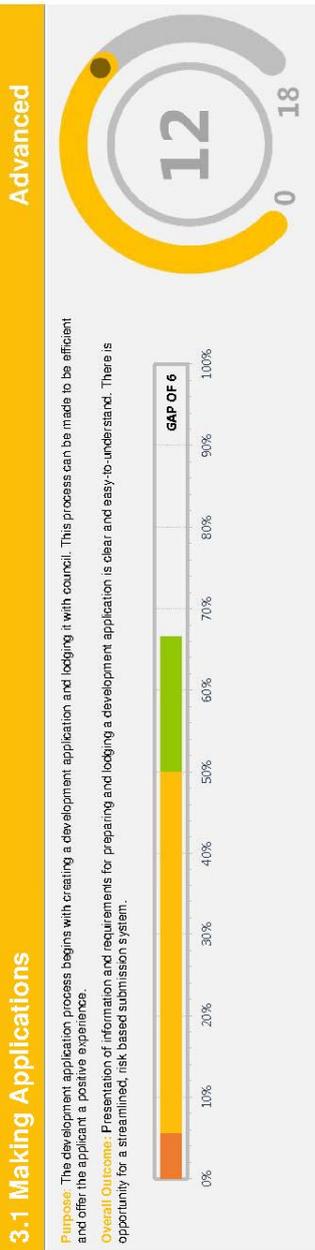
Emerging Advanced

Purpose: Developing an ePlanning Strategy facilitates an efficient transition towards an electronic-based platform that offers councils the opportunity to electronically manage their DA business. It provides customers easy access to quality information in an on-line environment. The National ePlanning Strategy forms the basis of this business element, as it is a nationally endorsed paper.

Overall Outcome: Council has a clear vision for the future of its e-planning services that is informed by customer expectations and benefits to the organisation. E-Planning services are consolidated and offer a user-friendly interface to provide both customers (i.e. applicant or the general community) and council with all the necessary tools and information required to lodge and/or assess development applications in the most effective and efficient manner.



Key Reform Area	Current State	What is our target?	What are our existing gaps?	Solution Map Activities
15. Strategy	<input checked="" type="radio"/>	Premium – (30 June 2015)	Introduce a detailed e-Planning Strategy . The Strategy is to be supported by clear implementation timeframes and be publically available. The strategy will align with the National ePlanning Strategy.	National ePlanning Strategy
16. Know	(a) <input checked="" type="radio"/> (b) <input checked="" type="radio"/> (c) <input checked="" type="radio"/>	Premium – (31 December 2015)	Ensure planning instruments can be accessed from any device and are easily interpreted. There are dynamic systems online that provide clear guidance on what is permissible or non-permissible, the expected level of assessment, the type of approvals/certificates that need to be obtained and assistance in identifying applicable codes and standards. Applicants have a choice to complete, lodge and pay for an application online (including methods other than email), or print and lodge in person, post or fax.	National ePlanning Strategy
17. Decker	(a) <input checked="" type="radio"/> (b) <input checked="" type="radio"/> (c) <input checked="" type="radio"/>	Premium – (31 December 2015)	Introduce the ability for Council offers to assess an application online. Internal referrals/specialists can be automatically informed of an application, can access and respond to the referral using the same system. Improve the applicants ability to interpret the conditions of development. For example: provide guidelines as to why a condition was imposed, how to comply and timeframes for complying with a condition.	National ePlanning Strategy
18. Confirm	<input checked="" type="radio"/>	Premium – (31 December 2015)	Implement a compliance system with online and mobile device tools (including methods other than email) accessible by all relevant users to identify, notify and comply.	National ePlanning Strategy
19. Improve	<input checked="" type="radio"/>	Premium – (30 June 2015)	Introduce automated detailed reporting that allows outcomes of the assessment and any appeals process to be analysed and trends and issues identified at any given time for any given period.	National ePlanning Strategy



Key Reform Area	Current State	What is our target?	What are our existing gaps?	Solution Map Activities
20. Information for Pre-Lodgement	(a) ●●● (b) ●●● (c) ●●●	Premium – (31 December 2014)	Implement a suite of application kits for all low-risk development types that are received in high volume. Introduce a free pre-lodgement services with senior officers and meeting minutes are produced and endorsed by all parties during the meeting. Implement a comprehensive pre-application service (Development Partnership Process).	FastTrack & RiskSmart Application Kits Risk Assessment Framework DAPR-OWLS Partnership Agreement
21. Lodgement	●●●	Premium – (31 December 2014)	Offer electronic lodgement for all application types via a user-friendly online lodgement tool including payment of fees.	NA
22. Acknowledgement Notice	●●●	Premium – (31 December 2014)	Council assigns applications without delay to confirm the level of assessment and referral agencies required. The acknowledgement notice is then issued without delay.	NA
23. Allocation of Files	●●●	Remain Premium	Nil	National ePlanning Framework Risk Assessment Framework
24. Initial Contact	●●●	Premium – (30 June 2014)	Council to ensure contact is made with the applicant to communicate receipt of a development application and to advise of the nominated contact person as soon as practical after receiving the application.	FastTrack & RiskSmart Application Kits Risk Assessment Framework
25. Fees	●●●	Premium – (31 December 2015)	Review fees and charges regularly. Apply discounts when making uses of council's streamlining tools.	Queensland Development & Planning (Q-DAP) Portal

3.2 Risk Assessment Framework

Essential

Purpose: In general, DA branches, like most organisations, are excessively risk averse, and in their attempts to avoid all risk, expose themselves to more adverse outcomes than if they actively embraced and managed risk. Risk is adjustable and once understood, can be managed effectively to make the business more efficient. Managing risk means maximising effort in more complex, and resource-intensive development assessment, and minimising resources in simple, low risk applications. A risk management framework is a tested and workable tool to handle risk in a business.

Overall Outcome: Have an efficient system to determine assessment effort by implementing a risk management framework that clearly identifies the potential risk associated with different development types.



Key Reform Area	Current State	What is our target?	What are our existing gaps?	Solution Map Activities
26. Streams of Assessment	●●○○	Premium – (31 December 2014)	Implement a risk assessment framework that is regionally consistent in structure and application and has been developed to allow for the more efficient allocation of assessment effort. A feedback loop is incorporated into the risk assessment framework allowing for regular audits of approved developments.	Risk Assessment Frameworks Outsourced Development & Planning (ODAP) Portal
27. Private Assets	Nil	Advanced – (31 December 2015)	Pilot self-assessment (conditioned by a higher order approval) for a select number of application types and works types that remain in private ownership.	Operations Works Risk Framework
28. Public Non-Trunk	●○○○	Remain Essential	Nil	DAPR-DW/S Risk Based Operational Works and Third Party Assessment
29. Streamlined Plan Endorsement	●○○○	Premium – (31 December 2015)	All applications for plan endorsement are eligible to be assessed through streamlined plan endorsement using the accredited consultant model.	COMSEQ Plan Endorsement Accreditation Kit

3.3 Internal Referrals

Premium

Purpose: Internal referrals provide professional and technical inputs to an assessment manager, enabling an informed assessment of the development application. Sound project management, clear expectations and cultural shifts can also ensure focused and timely referral processes, ensuring a value add to the broader assessment process.

Overall Outcome: The timeframes for and inclusion of internal referral input has been appropriately managed to ensure there is value added to the decision. Where risk was appropriately managed, the number of referrals were minimised, reducing timeframes for internal processes.



Key Reform Area	Current State	What is our target?	What are our existing gaps?	Solution Map Activities
30. Referral Process	●●●	Remain Premium	Nil	COMSEQ Internal Referral Triggers List
31. Internal Referral / Formalised Arrangements	●●●	Remain Premium	Nil	Queensland Development & Planning (Q-DAP) Portal
32. Review	●●●	Remain Premium	Nil	NA

Emerging Advanced

3.4 Information Requests

Purpose: Information requests are a key step in the development application assessment process. They provide a legitimate opportunity for the assessment manager to seek further information to complete an assessment and to determine the application.

Overall Outcome: To effectively manage the information request process by ensuring the quality and timeliness are maintained. Information requests are only issued if they are essential to the council's ability to assess the application. These guidelines aim to increase consistency and reduce information requests that are not critical to the assessment of the development application. When required, information requests should provide consistent messages and are issued promptly.



Key Reform Area	Current State	What is our target?	What are our existing gaps?	Solution Map Activities
33. Request Process		Premium – (30 June 2015)	Issue information requests on a case-by-case basis . There should be a structured process if the information request is required, and if it is, when to issue one and what should be included in the request.	Queensland Development & Planning (Q-DAP) Portal
34. Customer Service		Advanced – (31 December 2014)	Introduce a call-first policy to provide the opportunity to address minor issues over the phone with the Applicant.	NA
35. Review		Remain Premium	Carry out performance reporting quarterly (in line with the Framework of Leading Practice).	NA



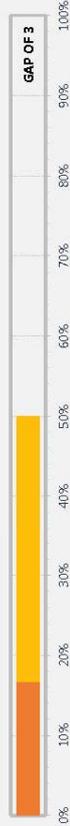
Key Reform Area	Current State	What is our target?	What are our existing gaps?	Solution Map Activities
36. Development Conditions	●●	Premium – (30 June 2015)	Develop conditions in consultation with internal stakeholders and industry . They should be subject to continual review as a result of changing legislation, policy etc. Ensure they are specific, measurable, attainable, relevant and time bound.	Queensland Development & Planning (Q-DAP) Portal
37. Quality Decision Making	●●	Premium – (31 December 2014)	Council to provide a formal indication of 'in principle' council support to the Applicant. Introduce a refusal protocol which reviews the decision to assess the risk and possible outcomes if the application were to proceed to court. Develop a process to monitor and improve consistency in delegated decisions regularly.	NA
38. Customer Service	●●	Advanced – (30 June 2014)	Council to ensure that there is a culture of proactive communication with the Applicant and that a minimum the Applicant can check the progress of an application through their preferred channel of communication.	NA
39. Review	●●	Remain Premium	Nil	COMSEQ Regional Performance Reporting Framework

Emerging Advanced

4.2 Consistency and Collaboration

Purpose: For Councils to collaborate and develop, dialogue between one another to ensure leading practice is continuously being shared and discussed.

Overall Outcome: Significant opportunity exists to achieve greater regional outcomes by collaborating on common process improvements and sharing learning and experiences. This will minimise overall costs of development and maintenance of reform initiatives, ensuring long-term sustainability of these improvements.



Key Reform Area	Current State	What is our target?	What are our existing gaps?	Solution Map Activities
42. Regional Information Sharing and Collaboration		Premium (31 December 2015)	Engage with and support the Queensland Development and Planning Portal (QDAP).	Queensland Development & Planning (Q-DAP) Portal
43. Ongoing Improvement		Premium (30 June 2015)	Map and allocate funding on an ongoing basis to ensure improvements towards achieving leading practice.	Queensland Development & Planning (Q-DAP) Portal

9 STRATEGIC REPORTS

Nil

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 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.

13.1 Non-Compliant Home Based Business

This report is considered confidential in accordance with section 275(1)(g), of the *Local Government Regulation 2012*, as it contains information relating to any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

13.2 Complaint lodged with Queensland Building Services Authority

This report is considered confidential in accordance with section 275(1)(f) (g), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government; AND any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

13.3 Residential Building Works that are assessable against the Planning Scheme

This report is considered confidential in accordance with section 275(1)(g), of the *Local Government Regulation 2012*, as it contains information relating to any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

13 CONFIDENTIAL REPORTS

13.1 NON-COMPLIANT HOME BASED BUSINESS

File No: 8038

Attachments:

1. Locality Plan
2. Decision Notice Approval
3. Approved Plans
4. Site Photos
5. Business Sign on Client Premises
6. Extract from Business Web Page
7. Plans submitted with Home Based Business Application

Responsible Officer: Robert Holmes - General Manager Regional Services

Author: Judith Noland - Development Compliance Officer

This report is considered confidential in accordance with section 275(1)(g), of the *Local Government Regulation 2012*, as it contains information relating to any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

SUMMARY

This report discusses the continuing unlawful use of the premises at Koongal for a business purpose in a residential zone and provides options.

13.2 COMPLAINT LODGED WITH QUEENSLAND BUILDING SERVICES AUTHORITY**File No:** D/895-2007**Attachments:** 1. **Correspondence from Private Certifier's Solicitor****Authorising Officer:** **Robert Holmes - General Manager Regional Services****Author:** **Phillip Gall - Coordinator Building Compliance**

This report is considered confidential in accordance with section 275(1)(f) (g), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government; AND any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

SUMMARY

This matter relates to a complaint lodged with the Queensland Building Services Authority (QBSA), against the private Certifier following Council's decision on 12 June 2012 to withdrawn from any further legal action relating to a building approval being issued on the property which failed to meet the specific design requirements as set out in the Decision Notice for D/895-2007 for a Material Change of Use (eleven houses) and Reconfiguring a Lot (twelve lots).

13.3 RESIDENTIAL BUILDING WORKS THAT ARE ASSESSABLE AGAINST THE PLANNING SCHEME**File No:** 8025**Attachments:**

1. Advice from King & Co dated 17 June 2013
2. Advice from Herbert Geer dated 8 July 2013
3. SPA Commentary of section 78A
4. Section 1.6 of the draft Planning Scheme

Authorising Officer: Robert Holmes - General Manager Regional Services**Author:** Tarnya Fitzgibbon - Coordinator Development Assessment

This report is considered confidential in accordance with section 275(1)(g), of the *Local Government Regulation 2012*, as it contains information relating to any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

SUMMARY

The Rockhampton City Plan 2005 contains overlays that can make building works for residential development assessable against the planning scheme. The overlay maps can trigger assessment against the Bushfire Risk Minimisation Code, Flood Prone Land Code and Steep or Unstable Land Code. There are no overlays in the Mount Morgan or Fitzroy Planning Schemes that make residential building works assessable against the planning scheme.

14 CLOSURE OF MEETING